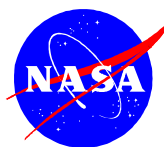


The logo features the text "NASA RECONplus" in white. "NASA" is in a bold, sans-serif font, while "RECONplus" is in a lighter, sans-serif font. The text is overlaid on a dark gray oval background that has a pattern of intersecting red and blue lines forming a diamond or mesh-like texture.

NASA
RECONplus

Graphical User Interface (GUI) Documentation



National Aeronautics and
Space Administration

**Scientific and Technical
Information Office**
Center for AeroSpace Information

RECONplus

**Graphical User Interface
(GUI)**

Beta User Documentation

Available from the
NASA Center for AeroSpace Information
800 Elkridge Landing Road
Linthicum Heights, MD 21090

NASA Access Help Desk: 301-621-0390

March 12, 1996

Table of Contents

INTRODUCTION	2
About This Manual	2
Navigation and Help	3
Search Conventions	3
Truncation	3
Masking	3
Range Searching	3
Proximity Searching	4
Case Sensitivity	4
Stop Words	4
Break Characters	4
Special Characters	4
Boolean Searching	5
Limitations	6
NASA Access Help Desk	6
ABOUT THE DATABASES	8
Main STI Database (STI)	8
Controlled Distribution STI Database (STIL)	8
Older STI Database (STIO)	9
Older Controlled Distribution STI Database (STIOL)	9
Early Aviation Collection	9
NACA Holdings File (CNACA)	9
NACA Historical File (NACA)	10
ACCESSING THE APPLICATION	12
Starting RECONplus	12
Logon	13
Logoff	14
GETTING STARTED WITH	
FULL SEARCH	16
Accessing RECONplus	16
Logon	16
Accessing Full Search	16
Searchable Fields	17
Author	17
Show Index	19
Searching/Connecting Multiple Author Names	20
Use Variations	20
Subject Words/Phrases	21
Search Terms	21
Word Search	21

Single Word Search	21
Multiple Word Search	22
Phrase Search	22
Searching Multiple Fields	23
Browse Sets	24
Browse Results	25
MAIN MENU	27
File	28
New	28
Create Session	28
Create Strategy	30
Components of the Search Strategy Window	31
File Management	31
Open Strategy	33
Save Strategy	34
Search Mode	35
Quick Search	35
Full Search	35
Command Line	35
Selecting a Search Mode	36
Close	36
Database	36
Available Databases	36
Current Active Database	37
Open Database	38
Download	40
Components of the Download Window	40
Downloading Documents	41
Print	42
Components of the Print Window	42
Using the Print Function	43
Printer Setup	44
Preferences	45
Exit	47
Edit	48
View	48
Tools	48
Limits	48
Publication Date	49
Document Availability	51
Document Language	52
Document Type	53
Media Type	54
Sponsorship	55
Sort	56

Components of the Sort Window	56
Browse Index	58
Components of the Browse Index Window	58
Performing a Search on an Index Term	59
Performing a Search on Multiple Index Terms	59
Browse Sets	61
Components of the Browse Sets Window	62
Using Browse Sets	62
Using Set# and AND NOT Set#	63
Components of the Browse Thesaurus Window	64
Performing a Search on a Thesaurus Term	65
Performing a Search on Multiple Thesaurus Terms	65
Order	66
CASI Order	66
Components of the CASI Order Window	67
CASI Order Specifications	68
Components of the CASI Order Specifications Window	68
CASI Order Confirmation	69
Non-CASI Order	72
Components of the Non-CASI Order Window	73
Ordering a Non-CASI Document	73
Window	74
Help	74
Selecting a Database	75
Selecting an Alternate Database	75
QUICK SEARCH	78
Accessing Quick Search Mode	78
Components of the Quick Search Window	79
Performing a Search	79
Quick Search by Words/Phrases	79
Search Term(s)	79
Quick Search by Document ID Number	81
Single ID Number	81
ID Number Range	82
Quick Search by Publication Date	83
Quick Search by Author	85
Author Name(s)	85
Connect Authors	86
Author Index	86
Components of the Author Index Window	86
Connecting Fields	88
Executing the Search	89
Viewing and Manipulating the Search Results	89
Browse Sets	89
Components of the Browse Sets Window	90

Using Browse Sets	91
Browse Results	92
Components of the Browse Results Window	93
Using Browse Results	93
Print	94
FULL SEARCH	96
Accessing Full Search Mode	96
Components of the Full Search Window	97
Performing a Search	97
Search Fields	97
Completing the Search Field	98
Show Index	98
Components of the Show Index Window	99
Using Show Index	100
Building the Search	101
Reviewing the Search Statement	101
Connecting Multiple Fields	101
Executing the Search	102
Viewing and Manipulating the Search Results	102
Browse Sets	102
Components of the Browse Sets Window	103
Using Browse Sets	104
Browse Results	105
Components of the Browse Results Window	106
SEARCH FIELDS	108
Full Search by Author	108
Author Name	109
Connecting Multiple Author Names	109
Selecting Use Variations	110
Full Search by Document ID Numbers	111
Single ID Number	112
ID Number Range	113
Full Search by Location	114
Location Terms	115
Connect Location Terms	115
Word Search	115
Multiple Word Search	115
Country Search	116
Multiple Country Search	116
Full Search by Organization	117
Organization Name Field	118
Word Search	118
Multiple Word Search	118
Exact Name Search	119

Full Search by Publication Date	120
Single Date	120
Date Range	121
Full Search by Set Number	123
Using Set Number	123
Full Search by Source	125
Source Title Field	126
Word Search	126
Multiple Word Search	126
Exact Title Search	127
Full Search by Subject/Thesaurus	128
Full Search by Words/Phrases	130
Search Terms	130
Connect Terms	130
Word Search	131
Proximity	131
Phrase Search	132

List of Figures

Figure 2. RECONplus Logon Window	12
Figure 3. Main Menu	13
Figure 4. Full Search Window	17
Figure 5. Main Menu	27
Figure 6. Create Session (warning) Window	29
Figure 8. File Management Window	32
Figure 9. Open Search Strategy Window	33
Figure 10. Save Search Strategy Window	34
Figure 11. Available Databases	37
Figure 12. Active Database Window	38
Figure 13. Open Database Window	39
Figure 14. Download Window	40
Figure 17. Limit Window - Document Availability	51
Figure 18. Limit Window - Document Language	52
Figure 19. Limit Window - Media Type	54
Figure 20. Limit Window - Sponsorship	55
Figure 21. Sort Window	56
Figure 23. Browse Sets Window	61
Figure 24. Browse Thesaurus	64
Figure 25. CASI Order: Selection, Processing, Delivery	67
Figure 26. CASI Order Selections	68
Figure 27. CASI Order Confirmation Window	70
Figure 28. CASI Order Notice	71
Figure 29. CASI Order Confirmation	71
Figure 30. CASI Order Deletion	72

Figure 31. CASI Order Deletion Confirmation	72
Figure 32. CASI Order Deletion Error	72
Figure 33. Non-CASI Order Window	73
Figure 38. Browse Sets Window	90
Figure 39. Browse Results Window	92
Figure 40. Full Search Window	96
Figure 41. Show Index Window	99
Figure 42. Browse Sets Window	103
Figure 43. Browse Results Window	105
Figure 44. Full Search Window	108
Figure 45. Full Search by Document ID Number	111
Figure 46. Full Search by Location	114
Figure 47. Full Search by Organization	117
Figure 48. Full Search by Publication Date Window	120
Figure 49. Full Search by Set Number Window	123
Figure 50. Full Search by Source	125
Figure 51. Full Search by Subject/Thesaurus Term	128
Figure 52. Full Search by Words/Phrases	130

INTRODUCTION

INTRODUCTION

The NASA STI program welcomes you to RECONplus. Whether you are a new user or a previous RECON user, we think you will find the RECONplus system to be one of the most powerful, flexible, and easy to use databases available.

The Graphical User Interface (GUI) to RECONplus, allows the user to have access to the full power of the RECONplus system without the necessity of learning the RECONplus Command Language. For those who prefer to search using a command line environment, a command line option is available within the client software, allowing you to search using command line search statements while retaining the other advantages of the Graphical User Interface..

The client/server model of RECONplus allows the software on the user's PC to perform many functions "behind the scenes," which add to the ease of use of the system. The use of the Graphical User Interface allows the user to construct even the most complex searches, review the results, download or print the results, and even save searches for future use while using the familiar Windows interface. Please note that if you are not familiar with Microsoft Windows you should familiarize yourself with Windows before you use the GUI, as both the software and this manual assume familiarity with Windows and its conventions.

There are three search modes available within the GUI: Quick Search, which provides a convenient way to quickly do simple searches on the most commonly searched fields; Full Search, which allows the user to construct complex queries through the Graphical User Interface; and Command Line, which allows users to construct searches using the RECONplus command language while retaining the other benefits of the client software. Before you start searching, however, there are a few things you should know to make getting started easier.

About This Manual

The first section of the manual is the "Getting Started" section which provides a quick introduction to RECONplus. You should be able to begin searching after reading this section.

The next section of the manual, *About the Databases*, is a description of the structure of the underlying RECONplus databases. It is strongly suggested that you familiarize yourself with the material in this section to make your searching most effective. For example, had you not read the section you might not know that if you wanted to search for information from the National Advisory Committee for Aeronautics (NACA) historical file, you would want to search the Early Aviation Collection database.

Additionally, you probably wouldn't be aware that the Early Aviation Collection does not use the current NASA thesaurus but, rather, uses the older NACA thesaurus.

The remaining sections of the manual are a detailed reference to the GUI and are organized around the structure of the software. Accordingly, the headings of the manual are organized by function and further by menu items of the software. The top level headings are presented in a rectangular box with white text on a black background. The first level of sub-headings are delineated with a solid triangle and correspond to menu items. The second level of sub-headings are represented by an empty triangle and correspond to subordinate menu items. Lower sub-heading levels are indented but without an identifying graphic and correspond to the lowest menu levels and to significant functional areas of the user screens.

Conventions Used In the Software

Navigation and Help

As previously stated, the software follows the conventions of the Microsoft Windows interface. Most commands have a command key equivalent, which is shown to the right of the item in the menu. For items listed in boxes on the screen (e.g., an index) double clicking on the item will select the item for that screen's purposes. Help text is always available through the standard Windows help system. Additionally, context-sensitive, help is available that displays information about many screen objects. It is accessed simply by positioning the cursor on the object and leaving it there for a moment.

Search Conventions

Truncation is used when you want to find words that begin with a specific letter or text string. When the truncation symbol is used it will substitute for up to 16,000 characters following the letter or phrase that precedes it. If you want to search for authors whose names begin with "Peter," e.g., Peters, Peterson, Peterman, you could enter the following into the author field:

Peter*

Masking is used when you aren't sure about the exact spelling of a word. Suppose you want to find the name Smith, but you are not sure whether it is spelled "Smith" or "Smyth." You could enter:

Sm?th

Multiple question marks (the symbol "?") may be used for single or multiple adjoining characters within the same string.

Range Searching is used when you want to specify a range of numeric values as the object of a search. A range of dates may be expressed by the years only or by the full date in the format YYYYMMDD. For example:

1989:1990 or 19891001:19891222

Proximity Searching finds a list of search values within a “window” of text. The proximity clause can include any number from 1 to 100, and it may appear only between two search terms, as follows:

bi fiber W#5 composites bi fiber WN#5 composites

W#5 (within 5, 4, 3, 2, or 1 word(s)) performs the proximity operator in word order.

WN#5 performs the proximity operation in no word order, i.e., the first word may precede or follow the second.

Note that only one proximity operator may be used per search clause.

Case Sensitivity. The RECONplus system is *not* case sensitive. For example, when you type the name Smith, you may type:

Smith or smith or SMITH

Stop Words. The stop words listed below are words that RECONplus will not use as part of a search term due to the frequency of their occurrence.

AN	BY	FROM	THE	WITH
AND	FOR	OF	TO	

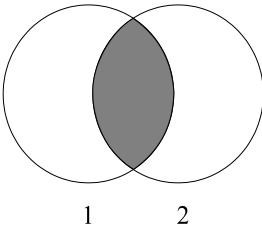
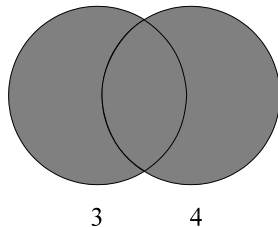
Break Characters. Break characters are characters that are not retained when indexing a text string. For example, in the Abstract field the term angle-ply is displayed with the hyphen. However, in the Abstract index, the terms angle and ply are indexed as two separate words. The system treats break characters as “word” separators. The break characters are listed in the table below.

Special Characters. Some characters and character strings have special uses within the RECONplus command language. These must be preceded by a forward slash (/) when they are used in a search statement. For example, Texas A&M University must be keyed as Texas A/&M University, because the ampersand (&) is a special character for the AND operator. The character strings “And,” “Or,” or “Not,” when they are used as index search tag values, must be preceded by a forward slash (/). For example, when searching for research and development as a phrase, the word “and” must be keyed as “/AND:” “research /AND development.” The special characters are listed in the table below.

Break Characters		Special Characters	
Open Parenthesis	(Open Parenthesis	(
Close Parenthesis)	Close Parenthesis)
Forward slash	/	Forward slash	/
Backward slash	\	Backward slash	\
Colon	:	Colon	:
Semi-colon	;	Semi-colon (OR)	;
Hyphen	-	Less than	<
Blank ¹		Greater than	>
		Apostrophe	'
		Equal to	=
		Ampersand (AND)	&
		Hyphen	-
		NOT ²	

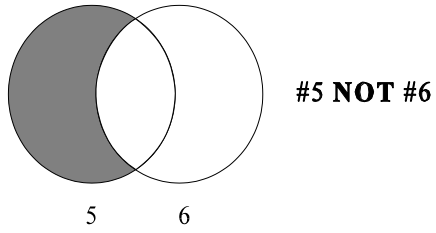
Boolean Searching permits searches to be broadened, narrowed, or limited using the operators described below. Components of the search include words, terms, phrases, or set numbers.

Boolean Searching using Sets

Boolean Operators	(Symbols)	Examples
AND The combination of <u>set 1 AND 2</u> equals items common to both sets and narrows the search.	(&)	 #1 AND #2 #1 & #2
OR The combination of <u>sets 3 OR 4</u> equals items in either set 3 or 4 and broadens the search.	(;)	 #3 OR #4 #3 ; #4

¹A blank space, entered using the space bar, not the arrow keys.

²RECONplus uses no symbol for NOT.

<p>NOT The combination of <u>set 5 NOT set 6 (5 NOT 6)</u> equals items in 5, but not 6, limiting the search.</p>	<p style="text-align: right;">(Not)</p> 
--	---

Limitations

The Find command cannot be more than 4,000 characters long. The number of documents that may be ordered using the Order command is limited to 50 documents; the number of copies of each ordered document is limited to 100 copies.

NASA Access Help Desk

CASI staff are available through the NASA Access Help Desk to assist you with additional information, questions, or any errors you encounter while working with RECONplus. To contact the Access Help Desk, call the following number:

(301) 621-0390

The NASA Access Help Desk is also available through the Internet at the following address:

help@sti.nasa.gov

When calling the NASA Access Help Desk, you should be at your computer and, if possible, prepared to provide the following information:

- Your name and phone number
- The type of hardware you are using
- The exact wording of any messages that appeared on your screen
- Description of the problems including what happened and what you were doing when the problem occurred.
- How you tried to solve the problem

ABOUT THE DATABASES

ABOUT THE DATABASES

This section describes the databases used by RECONplus. The specific database(s) to which you have access and the data you will be able to retrieve depends on your access privileges.

Main STI Database (STI)

Coverage: 1963-Present

(Frequency of Update: Weekly)

The records in this database represent the NASA Open Literature reports, and comprise globally published literature in the fields of aeronautics and space science. Included are periodicals, government sponsored journals, books, and conference proceedings issued from professional and academic organizations. Also included are the unclassified documents announced in the published NASA Scientific and Technical Aerospace Reports (STAR). This includes NASA, NASA contractor, and NASA grantee reports; reports issued by other Government agencies, domestic and foreign institutions, universities, and private firms; translations in report form; and dissertations. These emphasize aeronautics, space science, and supporting disciplines. Also included are Computer Software Management and Information Center (COSMIC) documents, Tech Brief documents, and the Research and Development contract materials. COSMIC documents contain manuscript abstracts of computer programs developed by NASA, the Department of Defense, other Government agencies, and their respective contractors. NASA Tech Briefs are articles on the technical innovations that originate out of the NASA Centers. The Research and Development Contract materials contain information about research and development contracts, grants, and work orders. These items are not documents.

Controlled Distribution STI Database (STIL)

Coverage: 1968-Present

(Frequency of Update: Weekly)

This database is composed of controlled distribution Scientific and Technical Aerospace Reports, which include references to NASA-funded classified and controlled distribution distribution documents. These items are significant and current, emphasizing space science , aeronautics, and supporting disciplines. Also included are the Small Business Innovative Research (SBIR) reports. The controlled distribution status of these references is updated at designated intervals.

Older STI Database (STIO)

Coverage: 1962-1969

(Frequency of Update: Closed File)

The records in this database represent the NASA Open Literature reports, and comprise globally published literature in the fields of aeronautics and space science. Included are periodicals, government sponsored journals, books, and conference proceedings issued from professional and academic organizations. Also included are the unclassified documents announced in the published NASA Scientific and Technical Aerospace Reports (STAR). The documents in STAR are composed of NASA, NASA contractor, and NASA grantee reports; reports issued by other Government agencies, domestic and foreign institutions, universities and private firms; translations in report form; and dissertations. These emphasize aeronautics, space science, and supporting disciplines.

Older Controlled Distribution STI Database (STIOL)

Coverage: 1962-1967

(Frequency of Update: Closed File)

This database is composed of includes controlled distribution Scientific and Technical Aerospace Reports, which include references to NASA-funded classified and controlled distribution distribution documents. The records in this database are from the years of 1962-1967.

Early Aviation Collection

The following files are not combined.

NACA Holdings File (CNACA)

Coverage: 1915-1960

(Frequency of Update: Quarterly)

The records in this database represent the documents produced by the National Advisory Committee for Aeronautics (NACA) and the documents collected by NACA libraries, both foreign and domestic, about early aviation research and development. These records are converted from NASA ARIN records and include an indication of where copies of the documents are located within NASA.

NACA Historical File (NACA)

Coverage: 1915-1960

(Frequency of Update: Closed File)

The records in this database contains more than 100,000 catalog cards and technical notes that served as the library shelf list for NACA Committee Headquarters. The records contain reports from foreign and domestic Government agencies and industries.

ACCESS

ACCESSING THE APPLICATION

Before using RECONplus you must start the application and logon to the system. Because this is a windows application, starting the application is easy—just click on the NRIS application icon from the window on which it is displayed. The logon screen displays your User ID, and all you have to do is enter your password. The User ID is assigned by the NASA Center for AeroSpace Information (CASI). If you are accessing RECONplus from a public or group machine, the User ID has been assigned to the group. If you are not familiar with Microsoft Windows, please contact your local support or training personnel.

▲ Starting RECONplus

1. From Windows, double click on the **RECONplus** icon.

The RECONplus application will start and display the RECONplus logo.



Following the logo, the RECONplus Logon Window is displayed (see below).

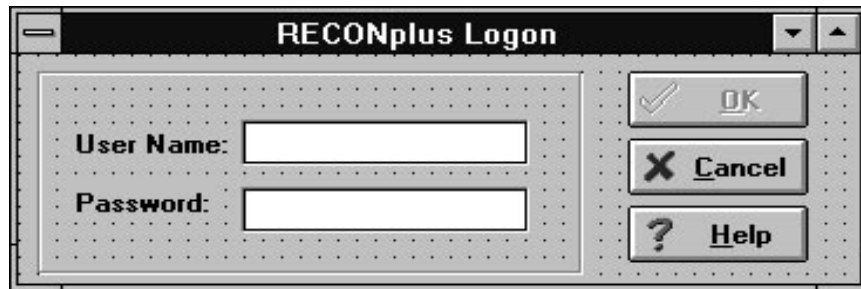


Figure 2. RECONplus Logon Window

▲ Logon

The RECONplus Logon Window prompts you for your User ID and password.

1. Your User ID is already displayed in the User Name box.
2. The cursor is positioned in the Password box.
3. Type your Password.
4. Click OK or press Enter.

The RECONplus Main Menu Window is displayed (see below).

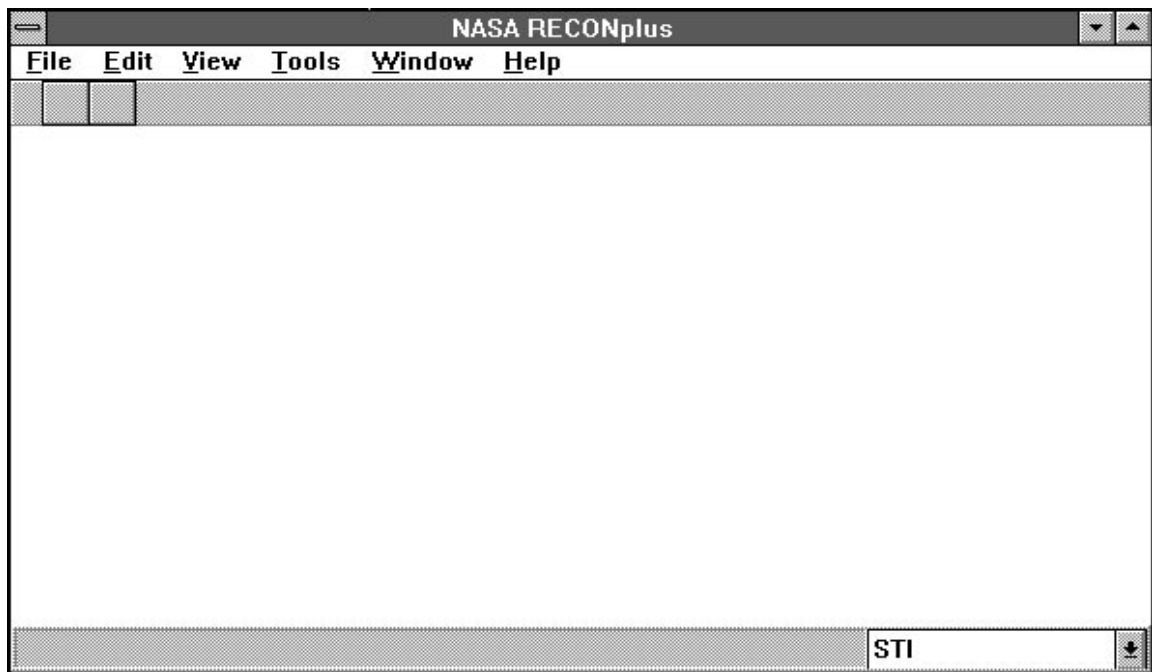


Figure 3. Main Menu

Once the Main Menu Window is displayed you may begin working with the RECONplus features by selecting one of the menu items.

▲ Logoff

Logoff allows you to end your session with the RECONplus application.

1. From the Main Menu select **File**.
2. From the File menu select **Exit**.
3. A window is displayed stating:

Close Database
Ok?
4. Click **Ok**.
5. The system will return to the Microsoft Windows operating system.

GETTING STARTED—FULL SEARCH

GETTING STARTED WITH FULL SEARCH

This section provides a tutorial for using the Full Search Mode option. Instructions are provided for accessing Full Search Mode and for searching using the option. The Full Search option provides search access to nine searchable fields. In addition, five of the nine searchable fields have subfields that provide additional search options that expand the capability of your search criteria.

This section describes a search on two fields individually, and then a search that combines the two fields.

In all cases, system defaults are used. Non-default options and additional details are provided in the Full Search Reference Section of this manual.

▲ Accessing RECONplus

Access RECONplus from your Microsoft Windows operating system. See Page 4 for instructions on accessing the RECONplus application.

▲ Logon

Before using RECONplus you must be logged on to the system. See Page 4 for instructions for logging on to RECONplus.

After you have logged on, the Main Menu is displayed.

▲ Accessing Full Search

1. From the Main Menu select **File**.
2. From the File Menu select **Search Mode**.
3. From the cascading Menu select **Full Search**.

The Full Search Window is displayed (see below.)

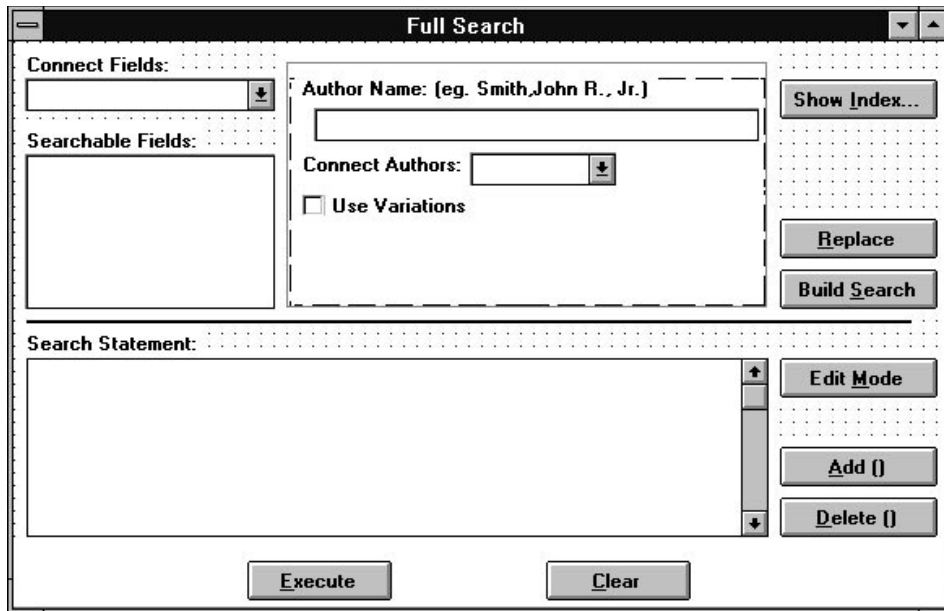


Figure 4. Full Search Window

▲ Searchable Fields

1. Select the field you want to search from the Searchable Fields option on the Full Search Window.
2. As you select from the list of Searchable fields, the Search Panel (top center of the window) will change and display the options available within the search field you selected. If you want to search multiple fields, they must be selected one at a time.
3. Because it is the default, the Author field is displayed in the Searchable Fields Panel when the Full Search Window is initially displayed.

▲ Author

Provides Last Name, First Name/Initial, Middle Name/Initial, and Suffix options for searching on an author name.

1. You must have a minimum entry of the Last Name in this field. The First Name, Middle Initial, and Suffix are optional.
2. Enter a name in the Author field, following the example displayed above the box, by separating the last name from the first and middle names with a comma. If a suffix is used, i.e., Jr., Sr., III, it must be preceded by a comma.

Note: RECONplus is *not* case sensitive. You do not need to enter the name using initial caps.

Type:

Smith, James E., Jr.

Or

smith, james e., jr.

3. Click on Build Search.

The author's name is added to the Search Statement Panel.

4. Click on Execute.
5. A window is displayed stating the number of the set and the number of members in the set.
6. Click Ok.
7. The Browse Sets Window is displayed.

Browse Sets displays the search statement you just executed. Each search statement you build will be added to this list. The system will assign, in numerical order, a number to each set.

8. Click on the Browse Results Button.

The Browse Results Window is displayed.

Browse Results displays a continuous string of documents that meet the search criteria you specified.

9. Close the Browse Results Window by selecting **Close** from the close box in the upper left corner of the window.

10. Close the Browse Sets Window by selecting Close.

The Full Search Window is displayed.

△ Show Index

The **Show Index** function may be used to help you select author names for your search. You may select Show Index before or after making an entry in the Author Field.

1. Click on the Show Index Button located to the right of the Author Panel. The Show Index Window is displayed with the Author Index selected.
2. In the Expand Terms Box, enter all or part of an author's name, last name, first name/initial, and middle name/initial. Type:

Smith

3. Click on **Go to**.
4. The index moves to the name you entered.
5. Click on one or more of the author names on the list by using the down arrow or scroll bar to position and select.
6. When you have selected all the names, click on the right arrow to place your selections in the Selected Terms Box.
7. Click on Add to Search.

The system returns to the Full Search Window with the selected author's name in the Search Statement Panel. If multiple names are selected, they are connected by an *or* operator.

8. Click on Execute.

Follow the instructions under Browse Sets and Browse Results section later in this chapter to view the results, or close the window to return to the Full Search Window.

△ Searching/Connecting Multiple Author Names

The **Connect Authors** function provides the ability to enter more than one author name in the Author Field.

1. Enter the first author name. Type:

Smith, James E.

2. Position the mouse button on the arrow in the Connect Authors box.
3. Select **or**.
4. Type a forward slash (/) to delineate the author names.
5. Enter the next author name. Type:

Jones, Benjamin E.

6. Click Build Search.
7. Click Execute.

The Browse Sets Window is displayed. Follow the instructions under the Browse Sets and Browse Results section later in this chapter to view the results, or close the window to return to the Full Search Window.

△ Use Variations

When the Use Variations function is selected, the system will check for variations on the Author Name. Use Variations considers the various ways an author might present his name. It does not check spelling.

1. Click the Clear Button.

A message will be displayed stating:

All work on the Search Statement under construction
will be lost. Do you still wish to CLEAR the screen?

Ok Cancel

2. Click Ok.
3. In the Author field type:

Smith, John Harry
4. Click the Use Variation RadioButton.
5. Click Build Search.
6. Observe the Search Statement panel.

The following Use Variations of Smith, John Harry have been added to the search:

- Smith, JH
- Smith, John H
- Smith, J Harry

7. Click Clear.

▲ **Subject Words/Phrases**

From the Searchable Fields Panel on the Full Search Window, click on Subject Words/Phrases.

△ **Search Terms**

The Word(s) or Phrase(s) you would like to find is entered in the Search Term(s) Box. After making an entry, you must select either Word Search or Phrase Search. The following sections provide search examples for a single word search, a multiple word search, and a simple phrase search.

△ **Word Search**

Single Word Search

1. In the Search Terms box type:

computer

2. Click on the Word Search RadioButton.
3. Click Build Search.

A window is displayed stating the number of the set and the number of members in the set.

4. Click Execute.
5. Follow the instructions under the Browse Sets and Browse Results section later in this chapter to view the documents, or close the window to return to the Full Search Window.

Multiple Word Search

1. In the Search Terms box type:

computer

2. When searching multiple words, use the Connect Terms Box to select a Connect Terms operator. The default is **And**.
3. Type a forward slash (/) to delineate the two words.
4. Enter the second word. Type:

software

5. Click Execute.

Follow the instructions under the Browse Sets and Browse Results to view the results or close the window to return to the Full Search Window.

△ Phrase Search

1. In the Search Term(s) box type:

computer software engineering

2. Click on the Phrase Search RadioButton. Various Phrase Search options are available. The default is an Exact Phrase Search that locates the phrase precisely as it is entered.

3. Click Build Search.
4. Click Execute.
5. The system responds with the set number and results.

Follow the instructions under the Browse Sets and Browse Results sections later in this chapter to view the results or close the window to return to the Full Search Window.

6. Click Clear.

▲ Searching Multiple Fields

You may also search for information from more than one of the nine fields on the Full Search Window. Search terms are automatically connected with an **And** between the fields. The following is an example of a search combining the two of the search fields. In this example you are looking for a document by James E. Smith, Jr., containing the phrase “air flow volumes.”

1. Select **Author** from the Searchable Fields list. In the Author Field type:

Smith, James E., Jr.

2. Click on Build Search to add the search criteria to the Search Statement Panel.
3. Click on Connect Fields.
4. Keep the default Connect Fields Operator **And**.
5. Select **Words/Phrases** from the Searchable Fields list. In the Search Term(s) Box type:

air flow volume?

The question mark (?) Allows the system to search for a single masked character to accommodate a plural form of the word in the Search Term(s) box.

6. Click on Build Search.
7. Click Execute.

Note: There is no limit to the number of fields you can connect; however there is a limit of 4,000 characters to one search statement.

8. The Browse Sets Window is displayed.

▲ Browse Sets

Once you click on the Execute Button, the system will perform a search based on the search criteria you specified on the Full Search Window. The results of the search are displayed in the Browse Sets Window.

Note: You may set an option in Preferences that will allow you to go directly to the Browse Results Window rather than first viewing Browse Sets.

1. The “sets” are a record of the executed search statements you built during your session.
2. The sets are displayed in the top panel of the Browse Sets Window.
3. Sets are assigned a number by the system and are displayed in numerical order followed by the number of documents in each set and the beginning of the first line of the search statement as executed by the system. The most recently created set is highlighted.
4. You may use the sets to build a new search statement.

Combine Sets. Allows you to use the search sets to build new search criteria. The Combine Sets operators are:

- And
 - And Not
 - Or
- a. Select Set 2.
 - b. Click on the **And** RadioButton on the Combine Sets panel.
 - c. Select Set 3.
 - d. Click on Find to perform the search.
 - e. Click on the Browse Results button to view the results.

▲ **Browse Results**

The Browse Results Window displays the results of your executed search. The results are displayed as a continuous string of documents.

1. The system default is a “brief” display.
2. Use the scroll bar to move through the documents.
3. Sets that contain more than five documents are transmitted from the RECONplus server to your client software in segments of five documents, beginning with the document most recently added to the system.
4. Additional segments and previous segments of five documents are retrieved by double clicking on the **Next Documents** and **Previous Documents** buttons.

MAIN MENU

MAIN MENU

The RECONplus Main Menu Window (see below) provides pull down menus to access the features and functionality of the RECONplus application.

The Main Menu Window selections are File, Edit, View, Tools, Window, and Help. The window remains in the background while you are working on other RECONplus application windows; therefore, these tools are always available.

The Main Menu Window displays help messages. As you move your cursor to each Menu item, a brief description of its function is displayed in the bottom left corner of the window.

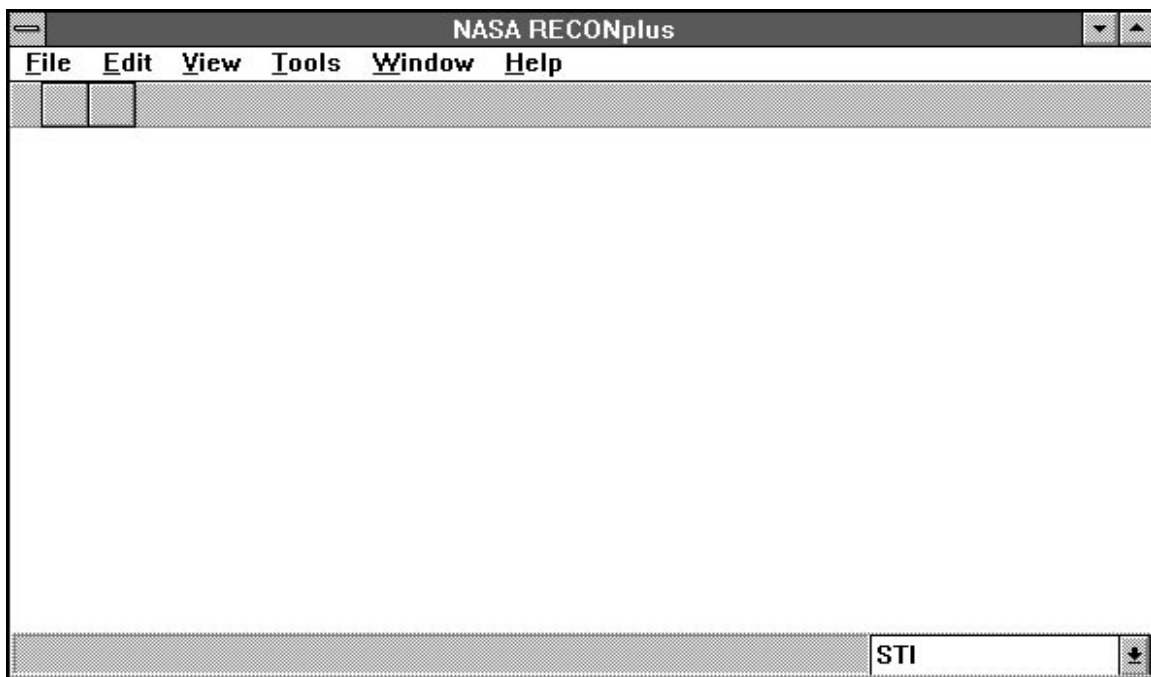


Figure 5. Main Menu

Each Main Menu Window item has a cascading submenu of available functions.

Also note that the current database is displayed in the bottom right corner of the Main Menu Window and can be changed. See the section on Databases later in this manual.

▲ File

The File Menu options allow you to create a session or a new strategy, open an existing strategy, or save a strategy. It is where you select a search mode to build your search criteria, close the active window, select a database on which to search, download or print a record(s), define your printer setup, set your user preferences, and exit the RECONplus application.

△ New

The arrow pointing to the right of the New option indicates there is a cascading submenu. The submenu contains two options allowing you to either start a new search session or a new search strategy.

Create Session

NOTE: Create Session is not implemented with this release of RECONplus.

A “session” refers to everything you do from the time you login to the system until the time you logout. Selecting **Create Session** allows you to start a *new* search session *without logging out of the system*. All existing search sets will be cleared and the system will return to the Main Menu Window.

A use for this function would pertain to a publicly available system where only one User ID is being used. After using the system you would select Create Session to clear your work so the next user could “start fresh.”

1. From the File Menu select **New**.
2. Click on the right arrow.

A submenu displays Create Session and Create Strategy.

3. Highlight and click on **Create Session**.

The Create Session Window is displayed with a warning (see below).



Figure 6. Create Session (warning) Window

4. Respond to the system message by clicking on Ok or Cancel.
5. If you selected **Ok** your existing search strategies are cleared and the Main Menu is displayed.

Note: If you do not want to clear all of your existing sets, click on Cancel and see the Save Strategy later in this chapter for instructions on saving existing search strategies.

Create Strategy

NOTE: Create Strategy is not implemented with this release of RECONplus.

A strategy is a collection of search statements which can be saved and/or edited, and can be executed at a later date.

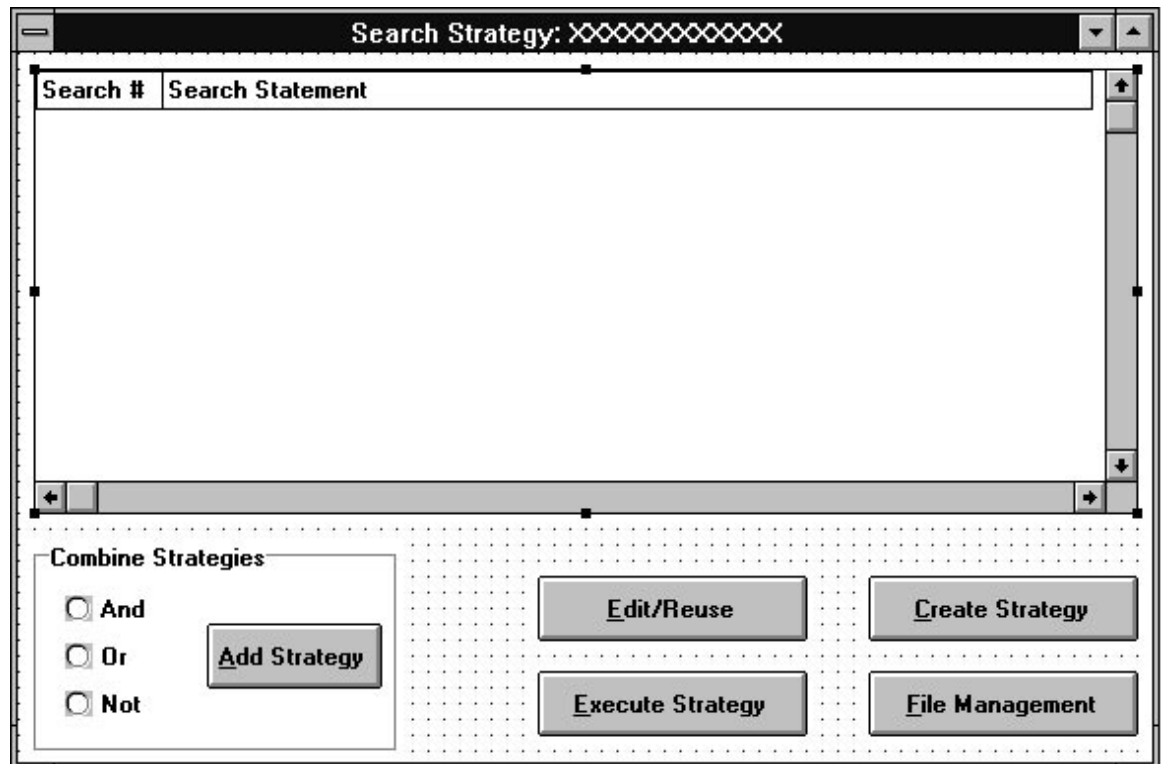
Create Strategy allows you to use previous strategies to combine and/or reuse to create a new strategy. This is accomplished from the Search Strategy Window.

1. From the File Menu select **New**.
2. Click on the right arrow.

A cascading Menu displays Create Session and Create Strategy.

3. Highlight and click on **Create Strategy**.

The Search Strategy Window is displayed (see below.)



Components of the Search Strategy Window

Search #. The heading **Search #** is displayed in the first box on the top of the window. Beneath the heading, in numerical order, is the number of the set(s).

Search Statement. The heading **Search Statement** is displayed in the second box on the top of the window. The search statements are displayed beneath the heading.

Combine Strategies. Allows you to combine two or more strategies using the And, Or, or Not combine option.

Add Strategy. After you have selected a combine option the Add Strategy button is activated. Click a combine option, highlight a Search Statement, and click on Add Strategy.

Edit/Reuse. Returns the highlighted search statement to the search statement panel in the previously displayed search window.

Create Strategy. Displays the default search window. The default search window is either the Quick Search or Full Search window selected in User Preferences.

Execute Strategy. Executes the displayed search strategies.

File Management. Displays the File Management Window that allows you to delete, copy, rename, or move RECONplus files without exiting the application.

File Management

1. From the Search Strategy Window, click on **File Management**.

The File Management Window is displayed (see below).

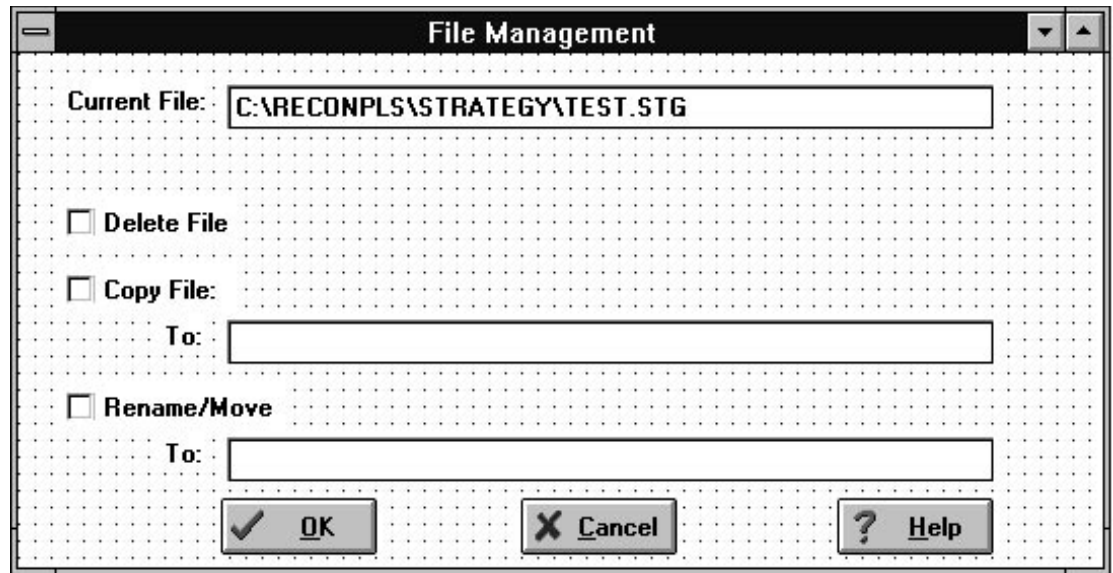


Figure 8. File Management Window

2. The Current File box displays the current file name. If there is no current file active, the box is blank.
3. If appropriate, enter a new file name.
4. Delete File, Copy File, and Rename/Move are standard Windows functions. These Windows functions are based on the MS Windows interface and function the same as they do in other Windows applications.

△ Open Strategy

Opens a dialog box listing saved (previous) search strategies you can select and use to re-execute a search or create a new search session.

1. From the File Menu select **Open Strategy** or press <CTRL + S>.

The Open Search Strategy Window is displayed (see below).

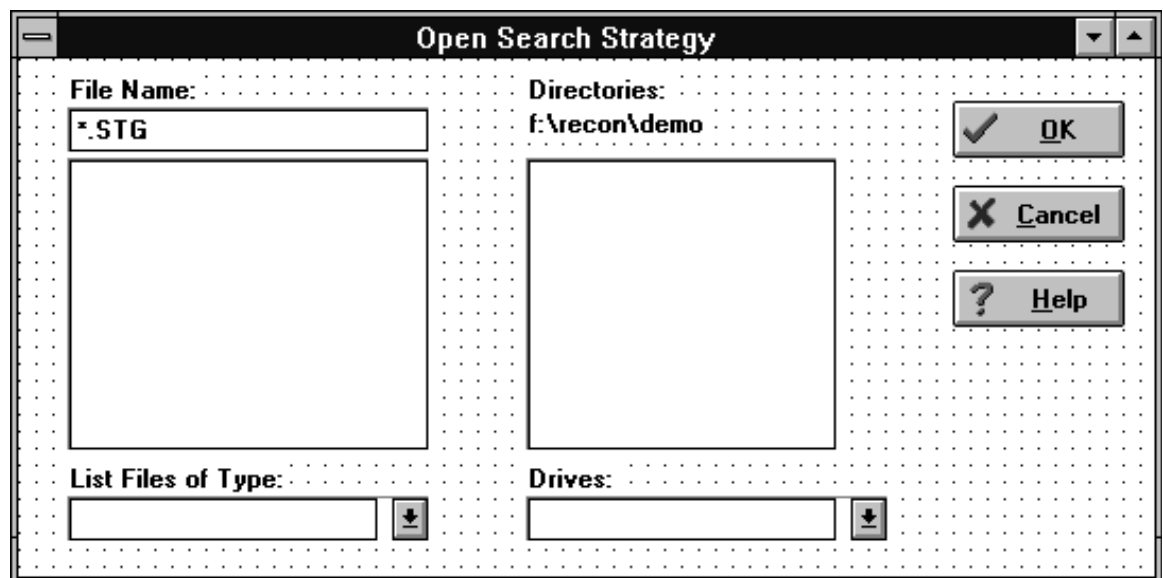


Figure 9. Open Search Strategy Window

2. Select the directory that has your saved strategies or use the directory displayed under Directories.
3. The extension on the File Name box is the system-assigned extension **.stg**.
4. From the list of saved strategies, highlight the file name of the strategy you want and click on the **OK** Button or double click using your mouse.

△ Save Strategy

NOTE: Create Session is not implemented with this release of RECONplus.

After you have created a search strategy, you may save it to use later in a new search session or add it to a current search session. (See the section Open Strategy earlier in this chapter.) The Browse Sets or Browse Results Window must be the active window.

1. From the File Menu, select Save Strategy or press <CTRL + S>.

The Save Search Strategy Window is displayed (see below).

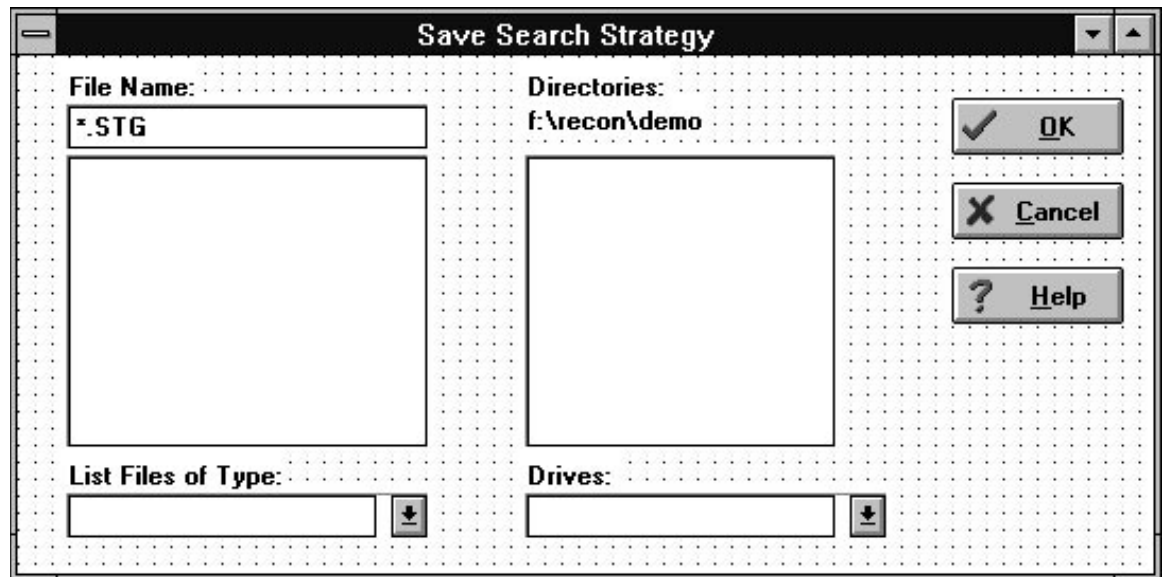


Figure 10. Save Search Strategy Window

2. The window allows you to specify a directory and file name in which to save your search strategy.
3. Select the directory in which you want to save the search strategy or use the default directory displayed under Directories.
4. Enter the file name for the search strategy.

File names are alphanumeric and are composed of a maximum of eight characters followed by a period (.) and a 3-character extension. The 3-character extension is **.stg** and is automatically assigned by the system.

5. Click on the **OK** Button or double click on the mouse button.

The strategy is saved.

△ Search Mode

The Search Mode option has an arrow pointing to the right indicating a cascading menu with additional options. These options allow you to select from three types of search methods—**Quick Search**, **Full Search**, or **Command Line**.

Quick Search

Quick Search provides simple searching on the four most frequently requested fields. The available fields for searching are **Author**, **Words/Phrases**, **ID Numbers**, and **Publication Date**.

Full Search

Full Search allows you to search on the same four fields available with Quick Search, with the addition of five others. The search fields available with the Full Search option are as follows:

- Author (Authors, Editors, Inventors, etc.)
- ID# (Document ID Numbers)
- Location (Organization, Meeting Location)
- Organization (Organization Name)
- Publication Date (Publication Date or Date Ranges)
- Set # (Set Numbers (#))
- Source (Source Title)
- Subject/Thesaurus (Subject/Thesaurus Terms)
- Words/Phrases (Text Fields)

Command Line

Command Line presents a window allowing you to enter your search strategy using the RECONplus command language.

Selecting a Search Mode

To access Quick Search, Full Search, or Command Line options:

1. From the File Menu select **Search Mode**.

A cascading submenu is displayed with the option of selecting Quick Search, Full Search, or Command Line.

2. Highlight and click your choice of search mode.

To continue working with Quick Search mode or Full Search mode, proceed to the sections in this manual for Quick Search and Full Search instructions.

For instructions on the Command Line search mode, please see the Command Line Section in this manual.

△ Close

NOTE: Close is not implemented with this release of RECONplus.

Close closes the current active screen (i.e., the screen on which you are currently working.)

△ Database

NOTE: Database is not implemented with this release of RECONplus.

Database displays screens allowing you to view, open, and/or select **available databases**, the **current active database**, or **open databases**.

Available Databases

Presents a list of databases you may select and open.

1. From the File Menu, select **Databases**. From the cascading Databases Menu, select **Available**.

The Available Databases Window is displayed (see below.)

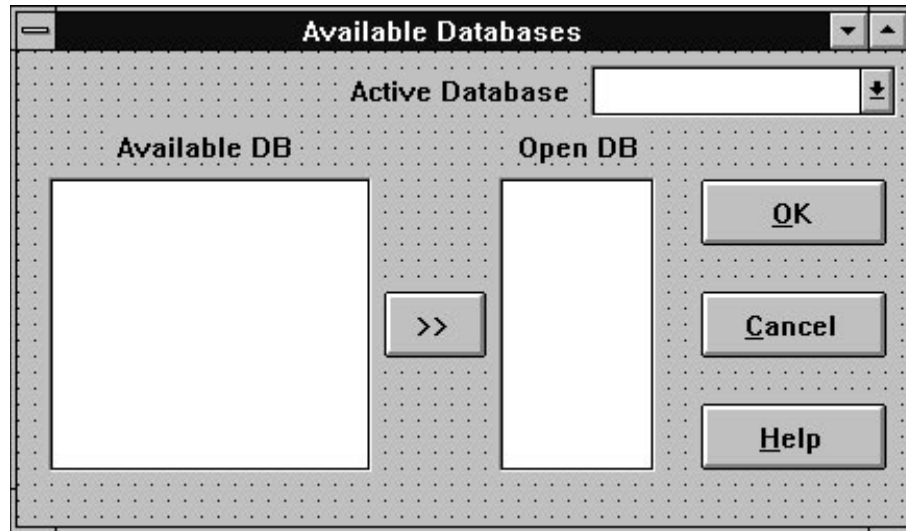


Figure 11. Available Databases

The current available databases are:

- Main STI Database (STI)
- Older STI Database (STIO)
- Controlled Distribution STI Database (STIL)
- Controlled Distribution Older STI Database (STILO)
- Early Aviation Collection
 - CNACA
 - NACA

1. The box in the upper right hand corner displays the name of the database that is currently the active database.
2. From the list of Available Databases highlight the database(s) you would like to open.
3. Click on the arrow.

The name of the database(s) you selected is placed in the Open DB box.

Current Active Database

The “active” database is the database with which you are currently working. You may have more than one database open at any time; however, you will only have one database *active* at any time, meaning you can only work with one database at a time.

1. From the Database submenu Select **Current Active Database**. A window is displayed naming the active database.

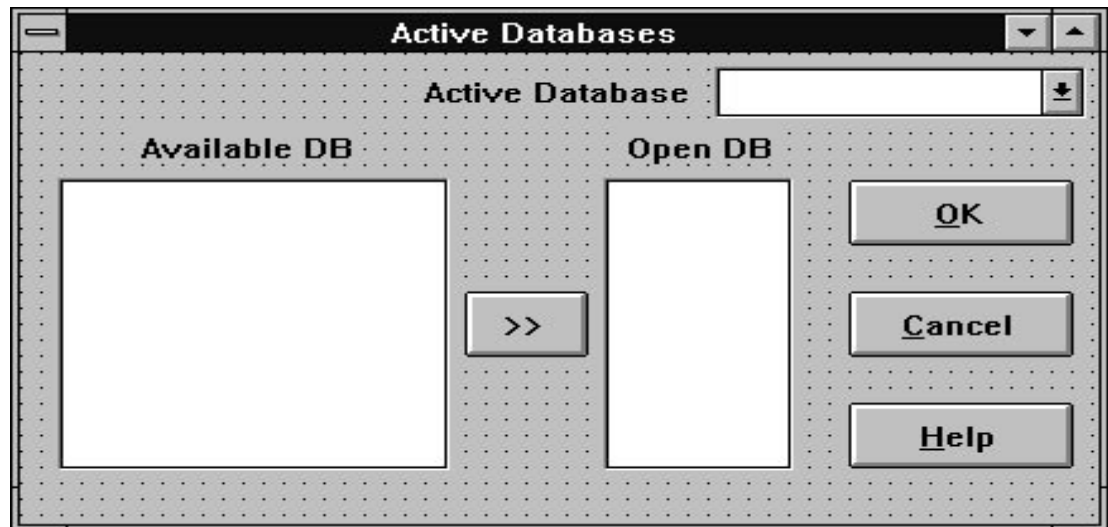


Figure 12. Active Database Window

2. Pull down the arrow next to the Active Database box. The list of open databases is displayed.
3. Highlight and click on the database you would like to have as the active database.

The database you selected will be displayed in the Active Database box.

Open Database

Displays a list of all the databases you may open. You may have multiple databases open at any time. Use this function to select and open database(s).

1. From the File Menu select **Database**.
2. From the Database submenu select **Open Database**.

A window is displayed listing the available databases, the current active database, and a list of the current open databases (see below).

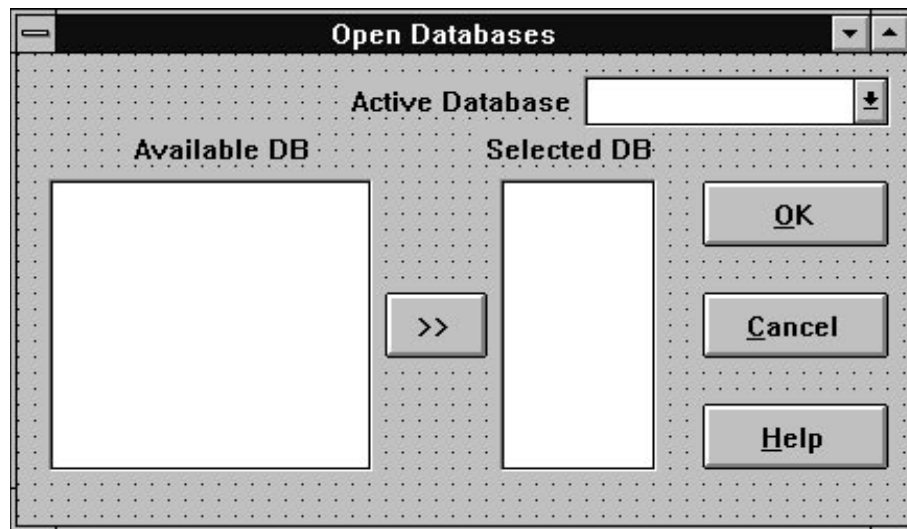


Figure 13. Open Database Window

4. Highlight the database you want to open.
5. Click on the right arrow.

The database you selected is displayed in the Open DB panel.

6. Repeat steps 4 and 5 until you have opened all desired databases.

Note: You may also select a database by using the arrow located in the lower right-hand corner of the Main Menu. Refer to the **Database** section in this manual, following the Main Menu section, for instructions.

△ Download

NOTE: Download is not implemented with this release of RECONplus.

Download allows you to download sets of documents from RECONplus and save them on your local machine.

1. From the File Menu select **Download**.

The Download Window is displayed (see below.)

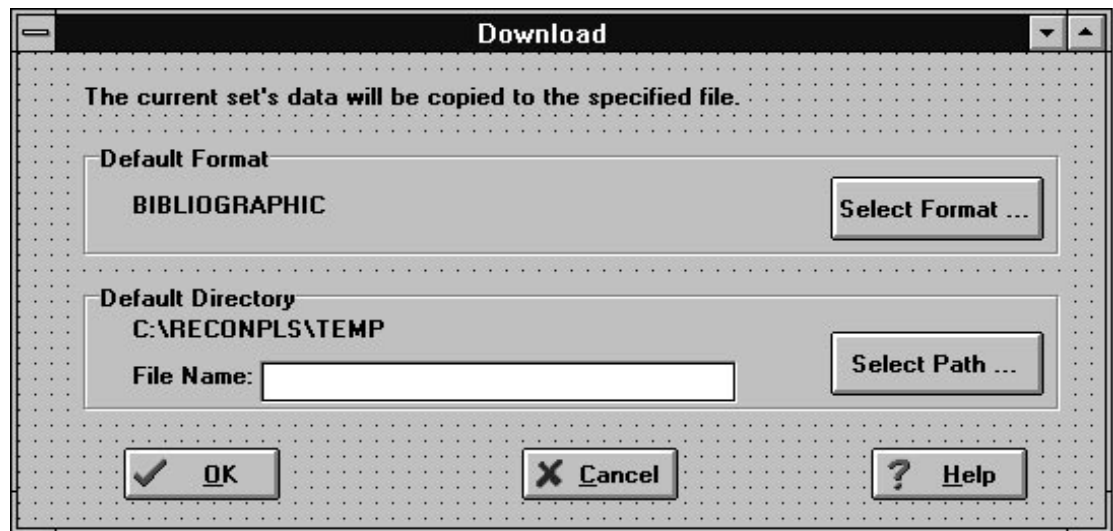


Figure 14. Download Window

Components of the Download Window

Default Format. The default format is Bibliographic. This default may be changed in Preferences.

Select Format. Displays a Formats Window allowing you to view the format description, select another existing format, or create a new format. The selected format will be displayed in the Download Window.

Default Directory. States the default directory in which the set will be saved. This default may be changed in Preferences.

Select Path. Displays a standard window allowing you to select a new directory path or create a new one. The new path will be displayed in the Download Window.

File Name. The name you assign to the documents you are saving.

OK. Once you have entered all information, click on Ok to execute the function.

Cancel. Cancels the Download Window function.

Help. Provides assistance in executing the Download function.

Downloading Documents

1. Use the default format or select a format from the Select Format Window.
2. Use the default directory or select a path from the Select Path Window.
3. Enter a File Name.

File names are alphanumeric and are composed of a maximum eight (8) characters followed by a period (.) and 3-character extension. The 3-character extension is **.txt** and is automatically assigned by the system.

4. When all entries are made, click on **Ok**.

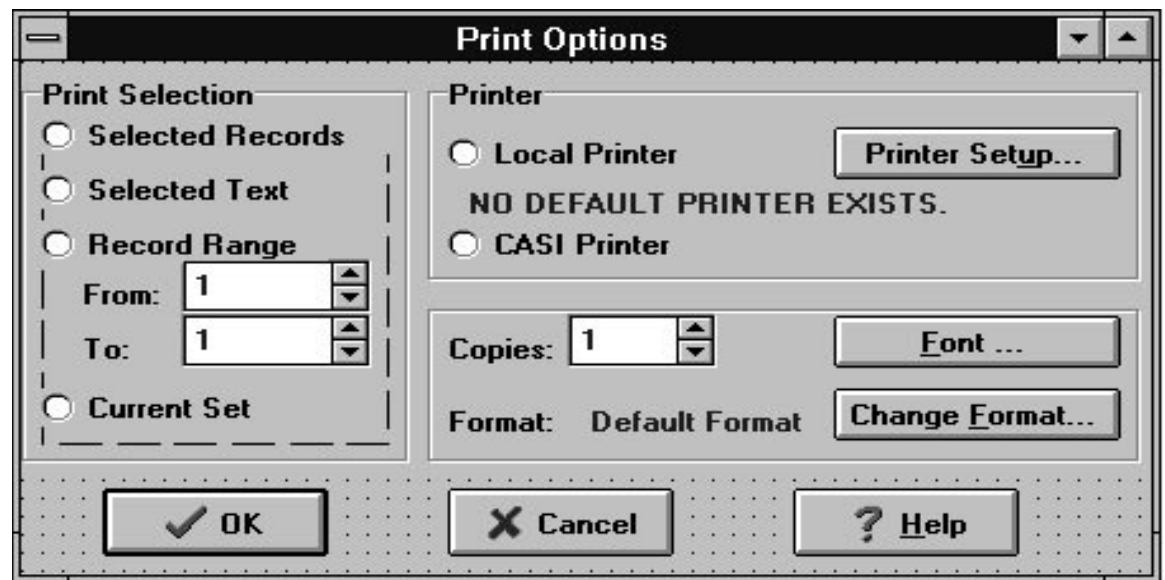
△ Print

NOTE: Print is not implemented with this release of RECONplus.

Print allows you to print a selected record to your local printer.

1. From the File Menu select **Print** or press <CTRL + P>.

The Print Options Window is displayed (see below).



Components of the Print Window

Selected Records. Allows printing of records that have been selected from the Browse Results Window and placed in the selected records panel.

Selected Text. This feature is not operational with this release.

Record Range. This feature is not operational with this release.

Current Set. This feature is not operational with this release.

Local Printer. Allows printing of selected records to a printer located at your office site.

Printer Set up. The printer setup provides standard printer setup tools. These printer setup tools are based on the MS Windows interface and function the same as they do in other Windows applications.

CASI Printer. The CASI Printer option is not available with this release.

Copies. Allows you to specify the number of copies of the selected record(s) you would like to print. Use the up and down arrows to increase or decrease the number of copies.

Font. Allows you to select from a list of fonts, the font with which you want to print the selected records.

Format: Default Format/Change Format. This feature is not operational with this release.

Ok. Once you have selected all options, click on OK to execute the print function.

Cancel. Cancels the Print Options function and closes the window.

Help. Provides assistance on the Print Options function.

Using the Print Function

1. The Browse Results Window must be the active Window.
2. The records you want to print must first be selected and displayed in the Selected Records box of the Browse Results Window. From the Records Display panel, select the record(s) you want to print by highlighting the record and clicking on the arrow located to the right of the Records Display panel; the record(s) will be placed in the selected records box.
3. From the File Menu, select **Print**, or press <CTRL + P>.
4. Click on the **Selected Records** RadioButton.
5. Select the number of copies you want to print by using the arrows to increase or decrease the number.

6. If necessary, select Printer Setup and make any modifications.
7. If desired, select a printer font.
8. Click **Execute**.

The document is printed at your local printer.

Printer Setup

The printer setup provides standard printer setup tools. These printer setup tools are based on the MS Windows interface and function the same as they do in other Windows applications.

The Printer Setup may be accessed in two ways:

1. From the Main Menu, select **File**; from the File Menu select **Printer Setup**. This option may be used with or without the Browse Results Window as the active window.

OR

2. With the Browse Results Window active, go to the File Menu and select **Printer Setup**, or press <CTRL + P> and access Printer Setup from the Printer Options Window.

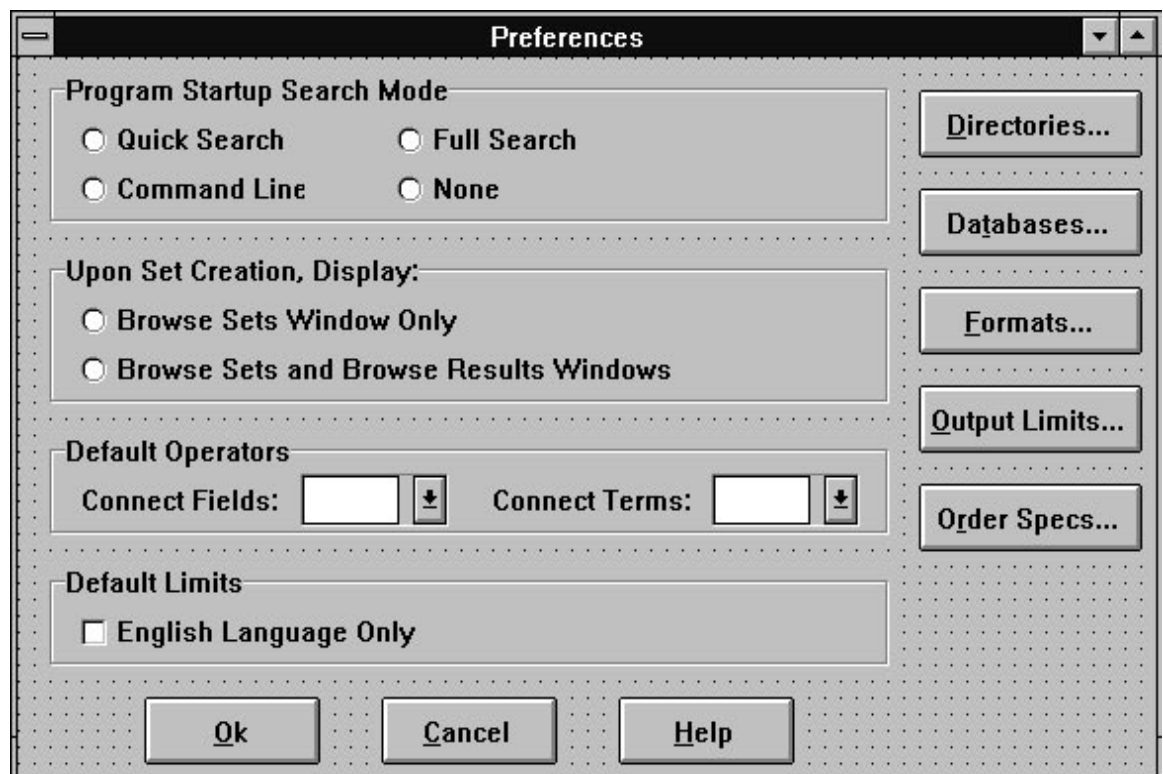
△ Preferences

NOTE: Preferences is not implemented with this release of RECONplus.

Preferences allows you to customize the default settings of the various functions of the RECONplus application. Four buttons—Directories, Databases, Output Limits, and Formats—display windows that allow you to set those items.

1. From the File Menu select **Preferences**.

The Preferences Window is displayed (see below).



Components of the Preferences Window

Program Startup Search Mode. When you first access RECONplus the Main Menu Options are displayed at the top of the screen and the remainder of the screen is blank. To select a Search Mode you need to select **File, New, Search Mode**, then select either Quick Search, Full Search, or Command Line.

By selecting your **Program Startup Search Mode** preference, you can specify a search mode to automatically display on your screen at startup.

Click on the appropriate RadioButton to make your selection. The next time you start RECONplus, the search mode you selected is automatically displayed.

Upon Set Creation, Display. When you execute a search the system creates a set for that search. Once the search is completed the Browse Sets window is displayed and the Browse Results window may be displayed.

You may elect to have only the Browse Sets Window display, or have both the Browse Sets and Browse Results windows display.

To make this selection, click on the appropriate RadioButton.

Default Operators. Allows you to select default operators for Connect Fields and Connect Terms.

To make a selection, pull down on the arrow, highlight your selection, and release the mouse button. Your selection will be displayed in the box.

Default Limits. Allows you to select the English Language Only to be applied automatically or not.

Directories. When you click on the Directories button, the Default Directories Window is displayed. This window provides four boxes for typing the paths of the default directories for:

- Saved Search Strategies
- Download data
- The CASI Order File
- The Non-CASI Order File

Databases. When you click on the Databases button the Databases Open Window is displayed, allowing you to select any or all of the databases. To select databases, check the box.

Formats. Allows you to change and create formats for displaying, printing, ordering, and downloading information stored on the RECONplus system, and setting the default formats for those functions.

Output Limits. When you click on the Output Limits button, the

△ Exit

Selecting Exit will end the RECONplus application.

1. From the File Menu select Exit.

The system will return to your MS Windows operating system.

▲ Edit

NOTE: Edit is not implemented with this release of RECONplus.

The Edit Menu provides standard editing tools including **Undo**, **Cut**, **Copy**, and **Paste**. These editing tools are based on the MS Windows interface and function the same as they do in other Windows applications.

▲ View

NOTE: View is not implemented with this release of RECONplus.

The View Menu provides standard editing tools including **Next**, **Previous**, **First**, **Last**, **Go to**, **Format**, and **Zoom**. These viewing tools are based on the MS Windows interface and function the same as they do in other Windows applications.

Note: The above functions are available to assist you in moving around the Browse Results Window. Therefore, these functions are only available when the Browse Results Window is active.

Note: The system displays records in segments of five. In other words, if your search results in finding 23 documents, five records will be displayed at one time. *First* and *Last* refers to the first or last record in the *segment*, i.e., selecting *First* will take you to the *first record* in the segment; selecting *Last* will take you to the *Last record* (i.e., the fifth record) in the segment.

▲ Tools

Options available under the Tool Menu are **Limits**, **Sort**, **Browse Index**, **Browse Sets**, **Browse Thesaurus**, and **Order**.

△ Limits

NOTE: Limits is not implemented with this release of RECONplus.

Allows you to select options that limit the scope of a search set to specified criteria. The Limit function operates only on the data contained in the *existing search set*. Limits may be applied to a “recalled” search or to a search and previous set number.

Limit Options are:

- Publication Date
- Document Availability
- Document Language
- Document Type
- Media Type
- Sponsorship

1. From the RECONplus Main Menu Window select Tool.
2. From the Tool Menu select **Limit**.
3. From the Limit Menu select Limit Option.

Publication Date

Allows you to limit the scope of the search set to the publication date.

1. From the Limit Menu select Publication. The Publication Date Limit Window is displayed (see below.)
2. All fields are numeric. You will receive a warning from the system if alpha characters are entered.
3. The fields must be completed in accordance with the following field requirements.

Field Name	Required?	Type	Length	Examples
Year	Yes	Numeric	4	1995 (not 95)
Month	No	Numeric	2	01, 12
Day	No	Numeric	2	01, 31

4. Truncation (198*) and Masking (19?4) are allowed.

5. Available relational operators are displayed in the option button. **Equal to** is the default, or you may select from the following valid relational operators:

Equal to	=
Greater than or equal to	>=
Less than or equal to	<=
Greater than	>
Less than	<
Not equal to	<>

6. If only a partial date is entered the system supplies “0101” or “01”.

Document Availability

Allows you to limit the scope of the search to Publicly Available Documents or Documents on NASA Microfiche.

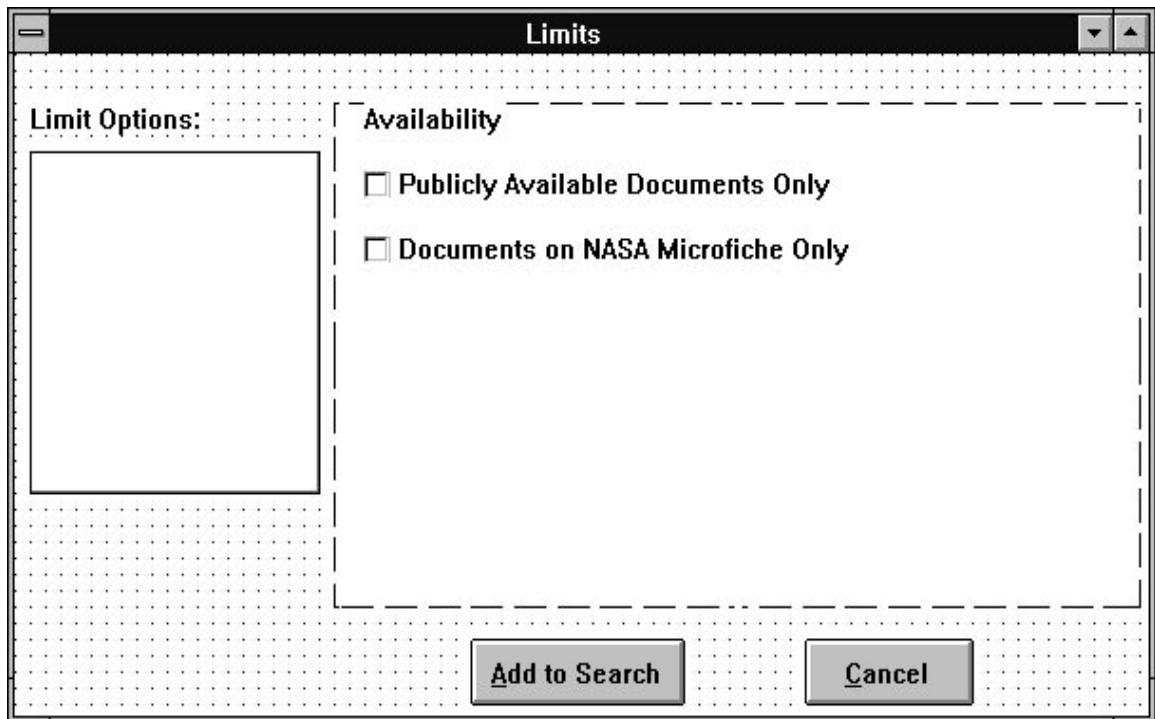


Figure 17. Limit Window - Document Availability

1. From the Limit Menu select Document Availability. The Document Availability Limit Window is displayed (see below.)
2. Make your selection by clicking the appropriate RadioButton.
3. When you have made your selection, click Add to Search. The limit option will be included in your search criteria.
4. If, after making your selection, you change your mind, click cancel. The system will return to the Main Menu Window.

Document Language

Allows you to limit the scope of the search set by Document Language.

1. From the Limits Menu select Document. The Document Language Window is displayed (see below.)

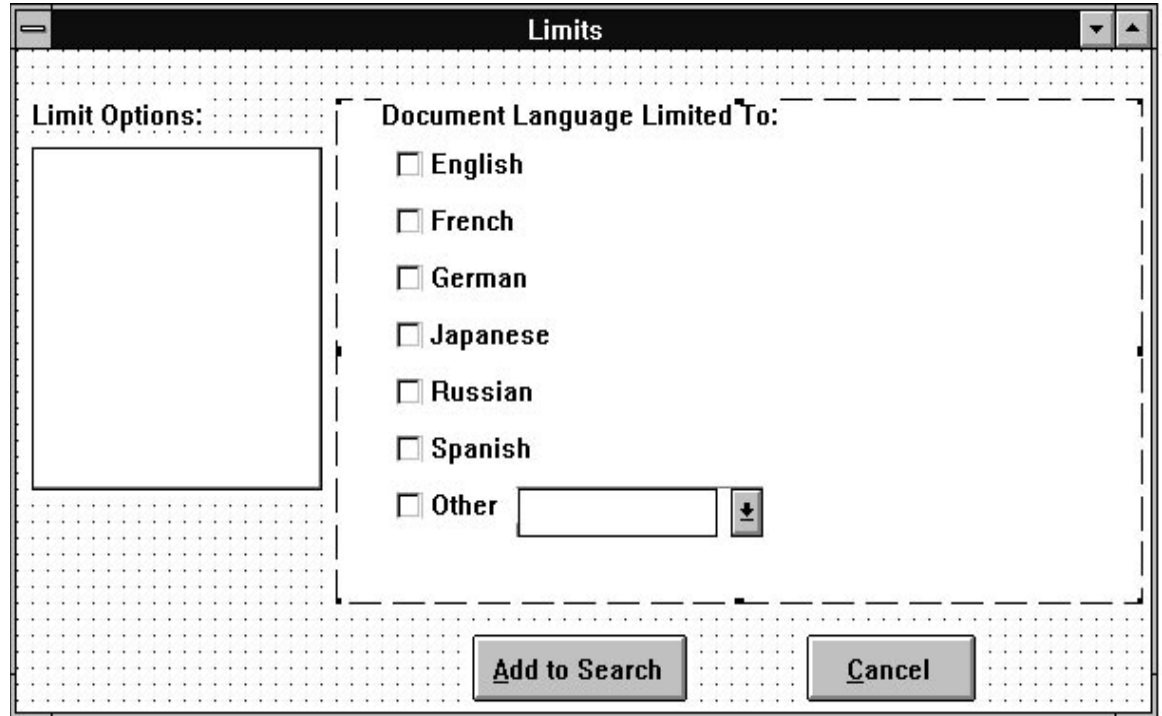


Figure 18. Limit Window - Document Language

The results of this option are limited by several frequently used languages. One or more languages may be selected. A language can also be entered in the Other field. The language may be entered as an expanded or coded form.

Document Type

Allows you to limit the scope of the search set by Document Type. The Document Type Window is displayed providing 27 options to limit the scope of the search.

1. From the Limits Menu select Document Type. The Document Type Limit Window is displayed (see below.)

The Document Type options are:

- Abstract
- Bibliography
- Book
- Collected Works
- Conference Paper
- Conference Proceedings
- Congressional Reports/Hearings
- Contracts
- Database (bibliographic)
- Database (numeric)
- Dissertation/Thesis
- Journal Article
- Journal Issue
- Map
- NASA Tech Brief
- News Releases and Speeches
- Patent
- Patent Application
- Photograph
- Preprint
- Presidential Report
- Reprint
- Standard/Specification
- Technical Report
- Thesis
- Thesis - Ph.D.
- Thesis - Masters

2. Click on the appropriate RadioButton to make your selection(s).

3. You may select more than one Document Type option.
4. Click on Add to Search.

Your selections will be added to the panel on the left side of the window.

Note: If no Document Type is selected, all document types are obtained.

Media Type

Allows the user to limit the scope of the search set by Media Type. The Media Type Window is displayed providing four options to limit the scope of the search.

1. From the Limits Menu select Media Type. The Media Type Limit Window is displayed (see below.)

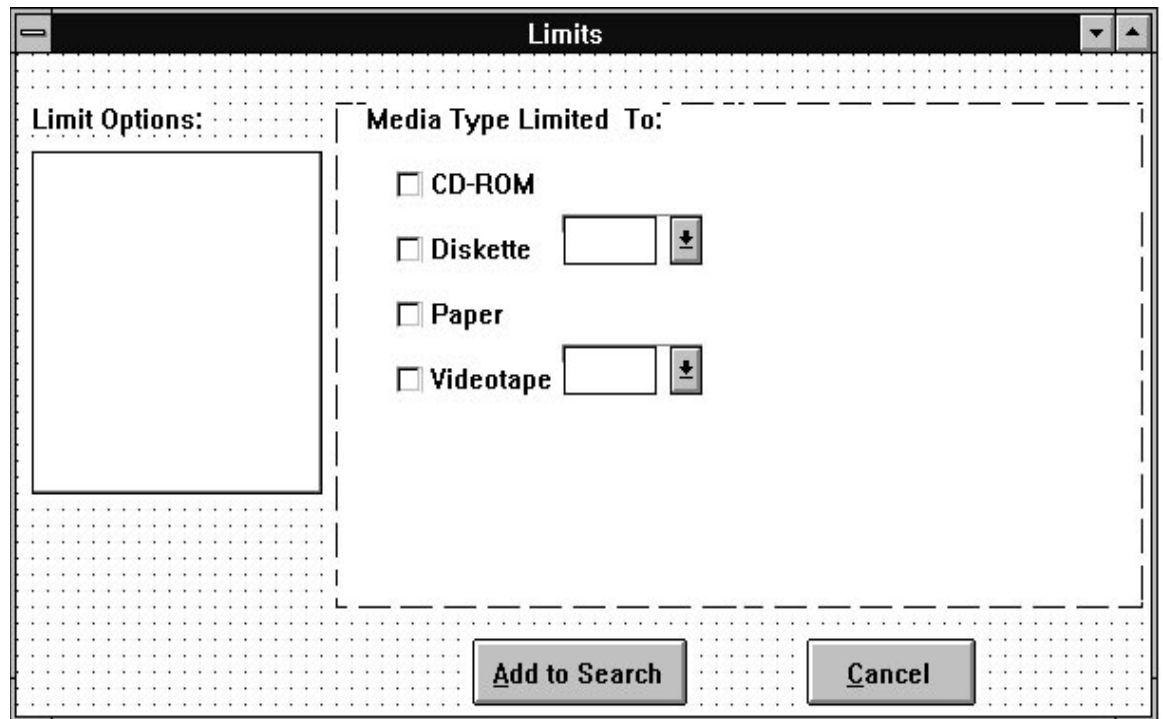


Figure 19. Limit Window - Media Type

Media Type options are:

- CD ROM
- Diskette
- Paper
- Videotape

Click the appropriate RadioButton to select one or more media types.

Note: If no Media Type is selected, all media types are obtained.

Sponsorship

Allows the user to limit the scope of the search set by Financial Sponsorship. The Financial Sponsorship Window is displayed providing two options to limit the scope of the search.

1. From the Limits Menu select Sponsorship. The Sponsorship Window is displayed (see below.)

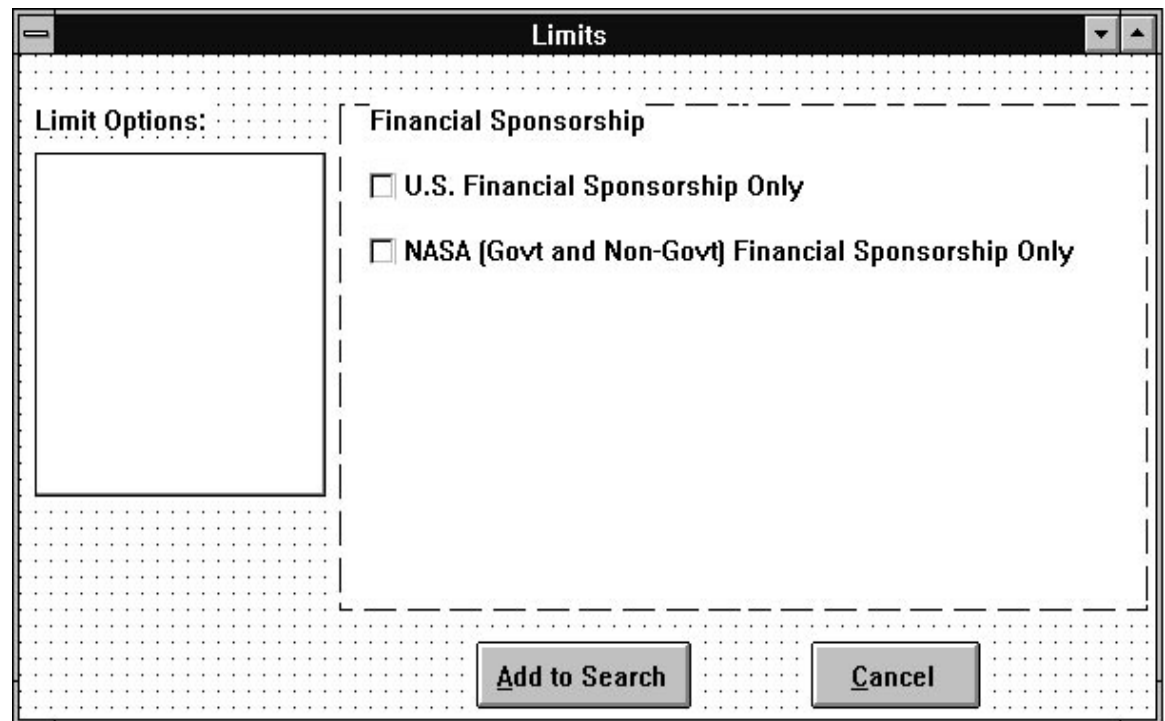


Figure 20. Limit Window - Sponsorship

Sponsorship options are:

- U.S. Financial Sponsorship only
- NASA (Gov. and Non-Gov.) Financial Sponsorship only

2. Click on the appropriate RadioButton to make your selection.

△ Sort

NOTE: Sort is not implemented with this release of RECONplus.

Allows you to sort your search results.

1. From the Tools Menu select Sort. The Sort Window is displayed (see below.)

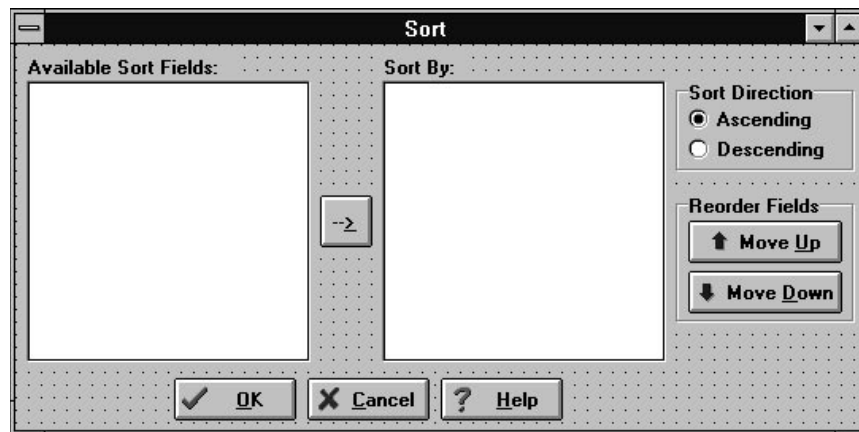


Figure 21. Sort Window

2. The **Browse Sets** or **Browse Results** Window must be the active window.
3. You may sort on multiple fields.
4. You may sort on a maximum of 15 fields.

Components of the Sort Window

Available Sort Fields. Displays a list of the fields you may select as your sort criteria. You may sort on multiple fields. The sort fields are:

- Accession Number
- Author
- Author Affiliation
- Document Number
- Document Type

- Financial Sponsor
- ISSN
- Meeting Date
- Organization Name
- Publication Date
- Sponsoring Organization
- Subject Category

Arrow (-->). The arrow places your sort field selection(s) in the Sort By box.

Sort By. Displays the fields that you have selected as your sort criteria. The fields will be sorted in the order in which you have selected them (see Reorder Fields, below.)

Sort Direction. Allows you to specify whether your sort results should be displayed in Ascending (A-Z; 1-10) or Descending (Z-A; 10-1) order.

Reorder Fields. After your selected sort fields are displayed in the Sort By panel you may change the order in which they are displayed and, subsequently, will be sorted. Click on the field you want to move and click on the Move Up or Move Down button until the field is located in the proper relative position. You may also accomplish this function by using your mouse to “click and drag.”

Ok. After you have made all of your selections, click on Ok and the sort process will begin.

Cancel. Cancels the Sort Window option.

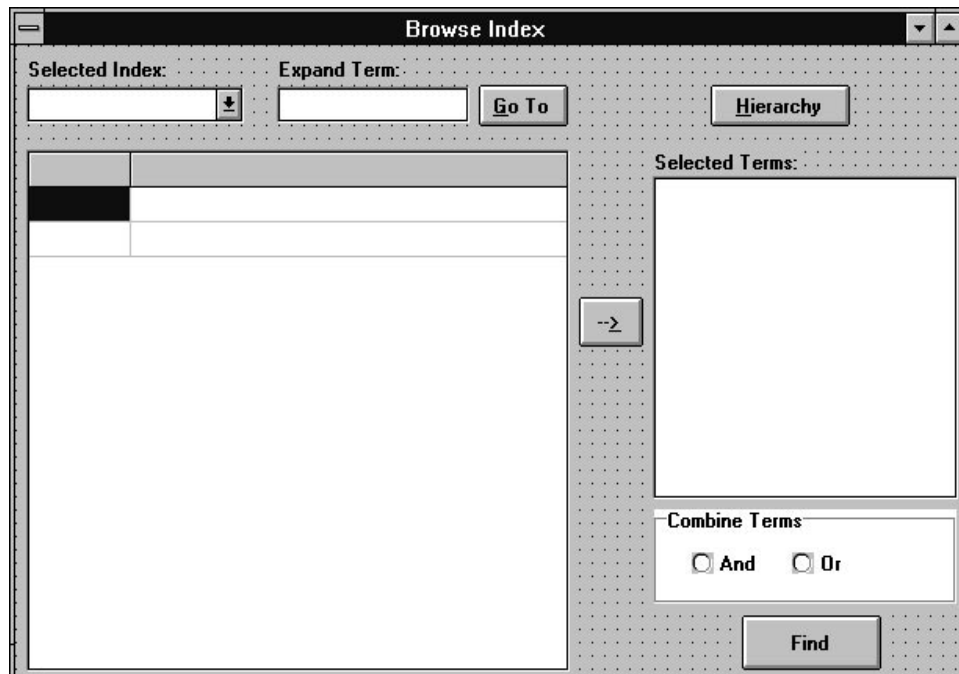
Help. Provides assistance for using the Sort Window.

△ Browse Index

The Browse Index function allows the user to view, browse, or search a selected index and provides a very quick method of searching on a selected index term.

From the Tools Menu, select **Browse Index**.

The Browse Index Window is displayed (see below.)



Components of the Browse Index Window

Selected Index. Displays the name of the Index you have accessed. The arrow to the right of the Index box allows you to select another index.

Expand Term. Provides a quick method of moving around in the index. For example, if you are in the Author Index and you are looking at the Author names that begin with "A" and you would like to view names beginning with "S", enter an "S" in the Expand Term box.

Go To. After you have made an entry in the Expand Term box, click on Go To. The portion of the index surrounding your selected term is displayed.

Index Display. Displays the contents of the index and the number of documents associated with the selected term.

Arrow (-->). The arrow places your selections from the Index into the Selected Terms box.

Selected Terms. Once you have selected terms from the Term panel and clicked on the arrow, your selections will be displayed in the Selected Terms panel.

Combine Terms. You may search on more than one term. When you do this, the terms must be combined. Click on the RadioButton to select either **And** or **Or**.

Find. When you have made all of your selections, click on the Find Button to begin the search.

Performing a Search on an Index Term

1. Highlight the term on which you want to search.
2. Click on the right arrow.

The Term will be added to the Selected Terms panel.

3. Click on the **Find** Button.
4. The Browse Sets Window is displayed.

Performing a Search on Multiple Index Terms

1. Perform steps 1 and 2 above.
2. Select a Combine Terms Operator by clicking on the RadioButton.

Options are:

- And
- Or

3. From the Terms panel highlight your next Index Term, using the Expand Terms and Go To button as necessary to browse the contents of the Index.
4. Click on the right arrow to add your selection to the Selected Terms box.
5. Repeat steps 2 through 4 until all terms are selected.
6. Click the Find button.

△ Browse Sets

After you click on the Execute button, the system will perform a search based on the search criteria you specified. When the search is completed, the **Browse Sets** Window is displayed. You may also access Browse Sets from the Tool Menu of the Main Menu Window. Browse Sets allows you to browse existing sets created during this session.

1. From the Tool Menu, select **Browse Sets**.

OR

If you have executed a search, the Browse Sets Window is displayed (see below.)

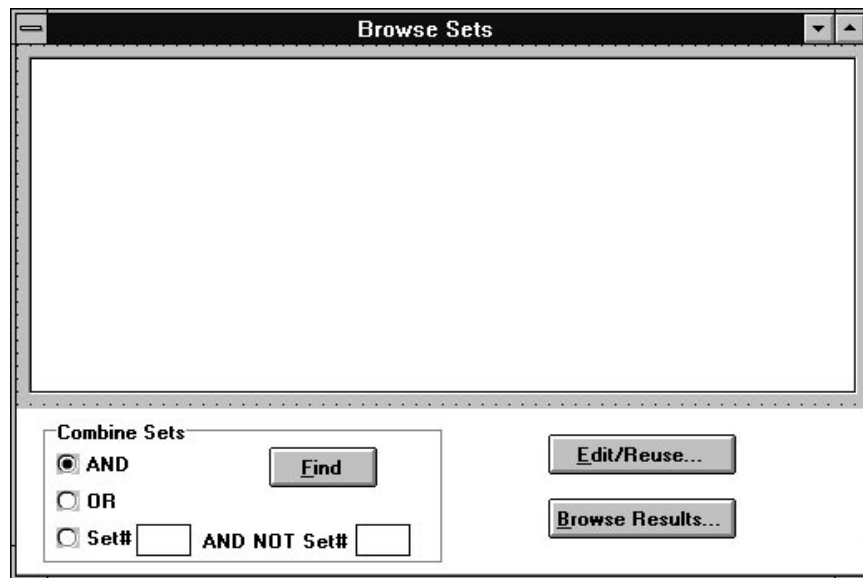


Figure 23. Browse Sets Window

2. The “sets” are a record of the search statements you built during your session.
3. The sets are displayed in the top panel of the Browse Sets Window.
4. Sets are assigned a number by the system and are displayed in numerical order. The most recently created set is highlighted.

5. You may use these sets to build a new search statement. You may also select one or more existing sets and combine them to build a new search statement.

Components of the Browse Sets Window

Set Display Panel. The large panel at the top of the window where the sets are displayed includes the set #, # of records in the set, and the search statement.

- **Set #** – a list of numbers, in numerical order, indicating the number of the set you just executed. The numbers are assigned by the system.
- **Records** – the number of records found that meet the search criteria of your executed search.
- **Search Statement** – the search statement(s) you executed is displayed showing the first 250 characters (scrollable) of the search statement.

Combine Sets. Allows you to combine the search sets to build new search criteria. The Combine Sets operators are:

- **And**
- **Or**
- **Set # AND NOT set #**

The **Set # AND NOT set #** option allows you to select a specific set # while excluding a specific set #.

Find. Once you have built your new search criteria based on the existing sets you are ready to execute the search. Click on **Find** to perform the search.

Edit/Reuse. Returns to the Full Search Window, placing the selected search statement in the Search Statement panel where it can be edited or reused.

Browse Results. Displays the Browse Results Window for the selected set.

Using Browse Sets

1. Highlight the first set on which you want the system to search.
2. Combine this set with another set; select either the **And** or **Or** relational operator by clicking the appropriate RadioButton.

3. Highlight the next set.

Note: All sets you are selecting must be highlighted. This is accomplished by highlighting the first set, then holding down the shift key while highlighting the next set.

4. Continue highlighting sets until you have made all of your selections.
5. Click **Find**.
6. The system will search for these combined sets and a new set will be created.

Using Set# and AND NOT Set#

1. Click on the Set# AND NOT Set# RadioButton.
2. In the box provided, enter the number of the set on which you wish to search.
3. In the next box provided type the number of the set you wish you have excluded from this search.

One use for the Not function would be in an instance where you have performed three separate searches, thereby creating sets #1, #2, and #3. Then you perform a search where you have combined sets #1, #2, and #3. The result is set #4. Now you wish to perform a search based on set #4 which includes sets 1, 2, and 3. However, you wish to exclude set 2 from that set. Therefore, in the **Set#** box you would enter **4**, and in the **AND NOT Set #** box you would enter **2**.

4. When you have finished building your search, click Find.

The system performs the search and a new search set is created.

△ Browse Thesaurus

Allows you to view a selected thesaurus, browse or search a thesaurus, and to select and combine thesaurus terms to form and execute a single search clause.

1. From the Tools Menu on the Main Menu Window, select **Browse Thesaurus**.

The Browse Thesaurus Window is displayed (see below.)

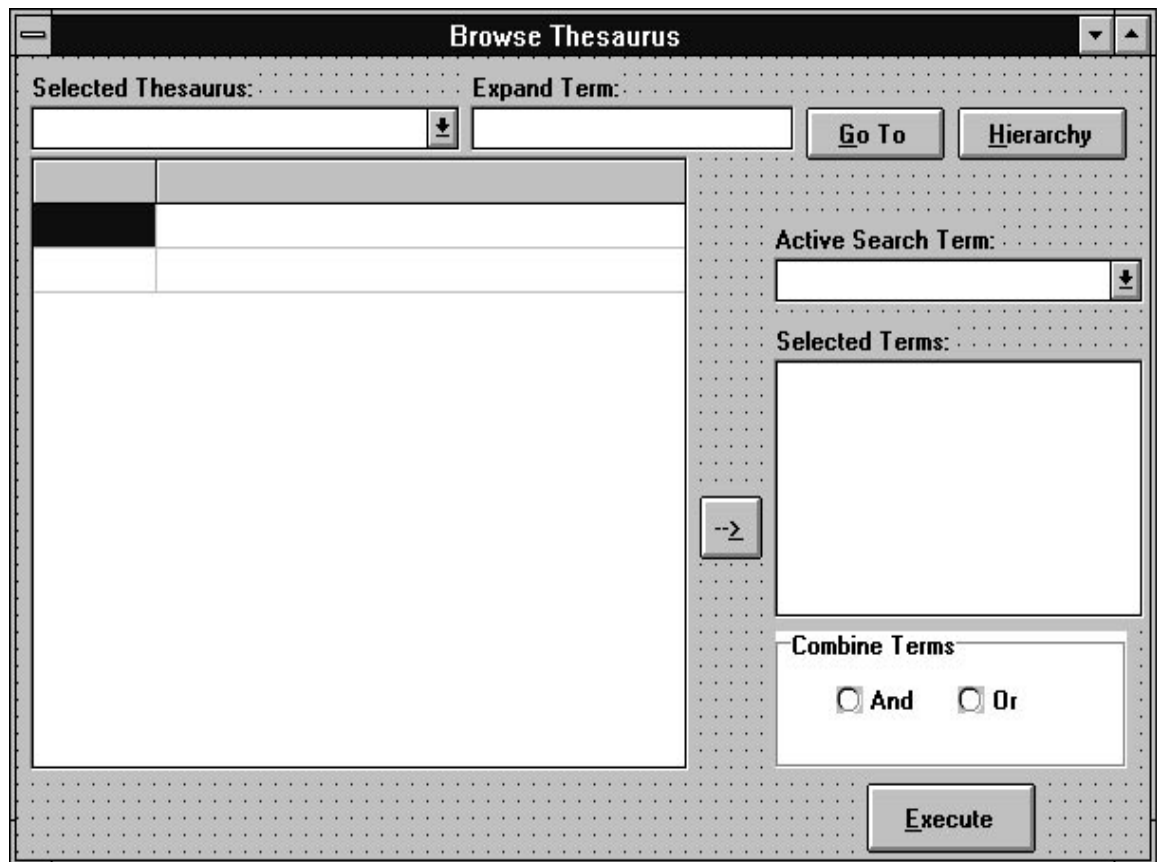


Figure 24. Browse Thesaurus

Components of the Browse Thesaurus Window

Selected Thesaurus. Displays the name of the thesaurus you have accessed. The arrow to the right of the Index Box allows you to select another thesaurus.

Expand Term. Provides a quick method of moving around in the thesaurus. For example, if you are viewing the “As” and you would like to view the terms beginning with “T,” enter a T in the Expand Term box.

Go To. After you make an entry in the Expand Term box click on Go To. The Selected Terms panel will display your selection.

Hierarchy. Allows you to toggle between Hierarchical Display and Alphabetic Display.

Term Panel. Large panel at the left of the Window that displays the contents of the thesaurus and the number of documents associated with the term.

Arrow (-->). Places your selections from the Term Panel into the Selected Terms box.

Active Search Term. Displays the term you have entered in the search field on the Full Search window. For example, if you are doing a Full Search by Author and have entered an author name in the name field, that name will be displayed in the Active Search term box.

Selected Terms. Once you have selected terms from the Term panel and clicked on the arrow, your selections will be displayed in the Selected Terms panel.

Combine Terms. You may search on more than one term. When you do this, the terms must be combined. Click on the RadioButton to select either **And** or **Or**.

Execute. When you have made all of your selections, click on the Execute Button to begin the search.

Performing a Search on a Thesaurus Term

1. Highlight the term on which you want to search.
2. Click on the right arrow.

The term will be added to the Selected Terms panel.

3. Click on the **Find** Button.

Performing a Search on Multiple Thesaurus Terms

1. Perform steps 1 and 2 above.
2. Select a Combine Terms operator by clicking on the RadioButton.

Options are:

- And
- Or

3. From the Terms Panel highlight your next Thesaurus Term.
4. Click on the right arrow to add your selection to the Selected Terms box.
5. Repeat steps 2 through 4 until all terms are selected.
6. Click the Find button.

△ Order

NOTE: Order is not implemented with this release of RECONplus.

When selected, prepares the selected document for ordering. The right arrow indicates there is a submenu displaying the options for a CASI Order or a Non-CASI Order.

CASI Order

Allows you to order documents from CASI by selecting one or more sets or items, or a range of sets or items.

To order a document from CASI you must have authorization. Authorization is verified by your User ID. If you are not authorized to order documents from CASI, the CASI Order function is dimmed.

For more information on CASI ordering or to set up a prepaid account, contact CASI.

Select documents on the Browse Results Window or select an entire set from the Browse Sets Window.

1. From the Tools Menu, select **Order**.
2. From the cascading Menu, select **CASI**.

The CASI Order Window is displayed (see below.)



Figure 25. CASI Order: Selection, Processing, Delivery

Components of the CASI Order Window

Order Selection Panel. Specify if you are ordering Seleted Sets, Selected Items or a Range of Sets. To make your selection, click the appropriate RadioButton.

Processing Panel. Allow you to specify whether you prefer Normal Processing or Rush Processing. To make your selection, click the appropriate RadioButton.

Delivery Panel. Allows you to specify the type of delivery method you prefer—Normal Shipping or CASI-Based Express Shipping—and enter the person's name to whom the delivery should be sent. To make your selection, click the appropriate RadioButton.

Ok. When you have made all your selections, click Ok.

Cancel. Cancels the CASI Order Window.

Help.

Order Specs Button. Allows you to change the default CASI Order Specification (Type of Document, Desired Media, and Number of Copies) set in preferences. When you click on the Order Specs Button, the CASI Order Selections Window is displayed (see below).

CASI Order Specifications

1. From the CASI Order Window click on the Order Specs button.

The CASI Order Selections Window is displayed (see below.)

Figure 26. CASI Order Selections

Components of the CASI Order Specifications Window

Main Document. To select your Main Document, click on the Main Document button. The associated desired Media, Media Preference, and Copies options are activated.

Hardcopy. When Hardcopy is selected, the Stock or Copy and the Stock Only RadioButtons are activated. When one is selected, the other becomes dimmed.

Desired Media. After you select the Main Document option, select the Desired Media by selecting the appropriate RadioButtons.

Supplement. In addition to selecting a Main Document, you may also select a Supplement document. To select a Supplement, click on the RadioButton.

Desired Media. If you select a Supplement Document you may select the Desired Media for that document. Selected the Desired Media by clicking the appropriate RadioButtons.

Media Preference: Allows you to select more than one type of media and specify whether you want either one **Or** the other type of media or if you want **Both** types of media selected. Once you select the Media Preference option, the Or and Both buttons become active and you must select either **Or** or **Both** by clicking the appropriate RadioButton.

Copies: Enter the number of copies you would like to receive.

Ok. After you have made your selections, click on the Ok button. The system will return to the CASI Order Window.

Cancel. Cancel will cancel the CASI Order Specifications Window.

Help.

NOTE: CD-ROM is currently excluded from the CASI Order Specifications window because CASI does not reproduce CD-ROMs.

CASI Order Confirmation

When you have made your selections on the CASI Order Specifications Window, the CASI Order Window is displayed. Click Ok on the CASI Order Window and the CASI Order Confirmation Window is displayed (see below.) The CASI Order Confirmation window allows you to either confirm or cancel the CASI order.

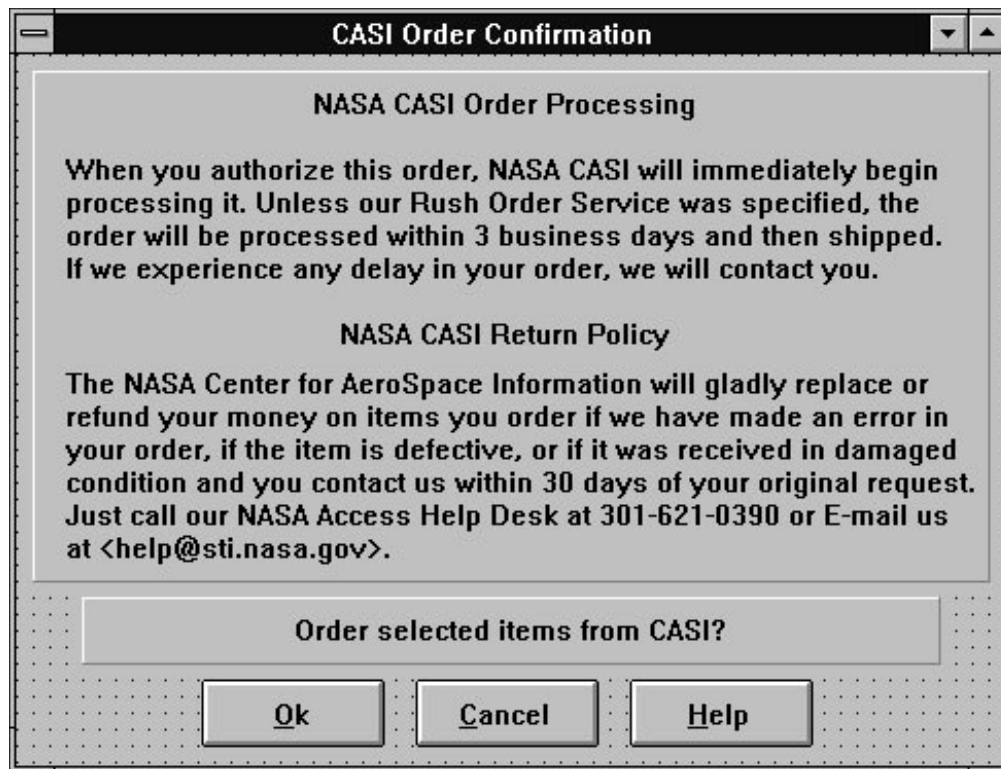


Figure 27. CASI Order Confirmation Window

To confirm the order, click Ok to confirm the order or click Cancel to cancel the order.

After you click Ok to confirm the order, the CASI Order: Notice Window is displayed (see below.)

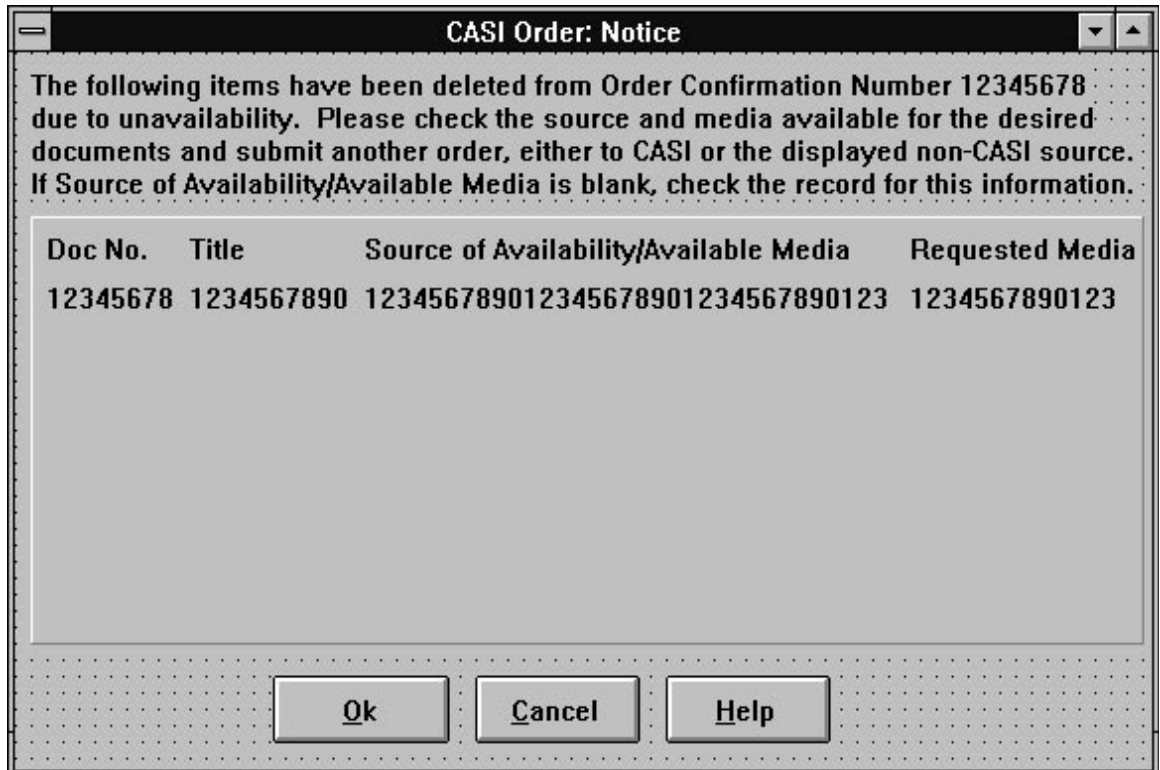


Figure 28. CASI Order Notice

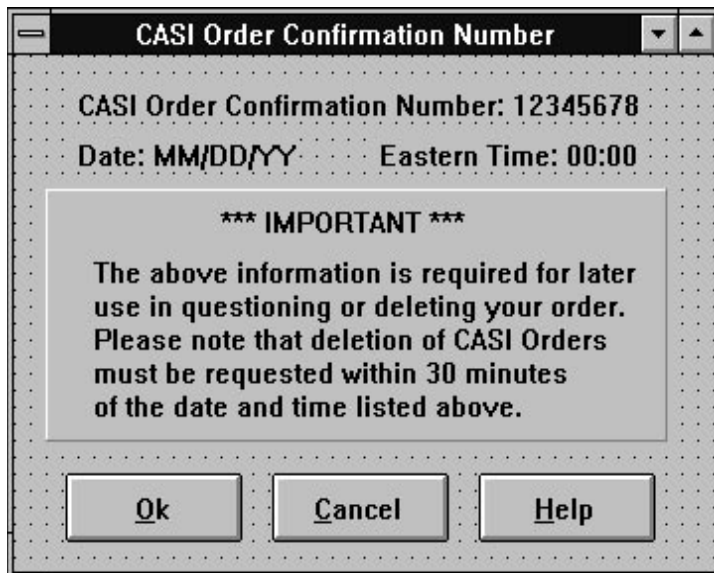


Figure 29. CASI Order Confirmation

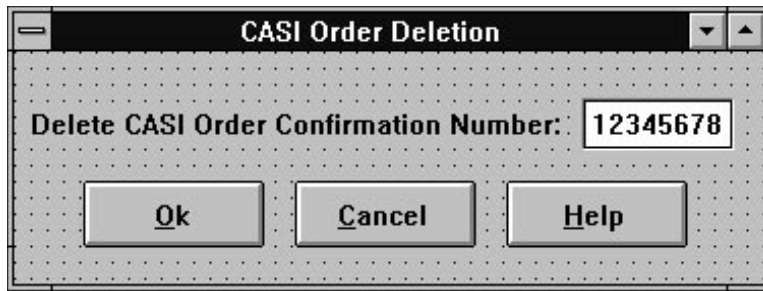


Figure 30. CASI Order Deletion

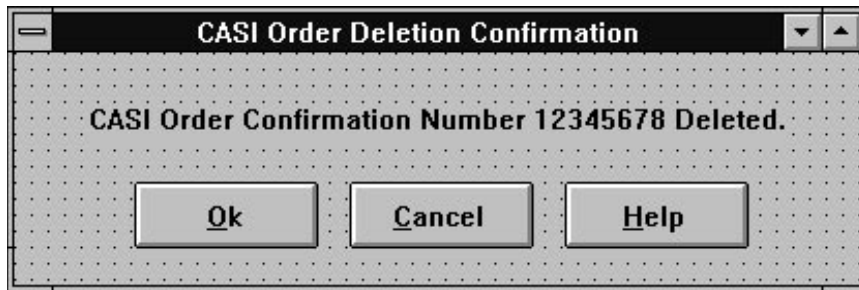


Figure 31. CASI Order Deletion Confirmation

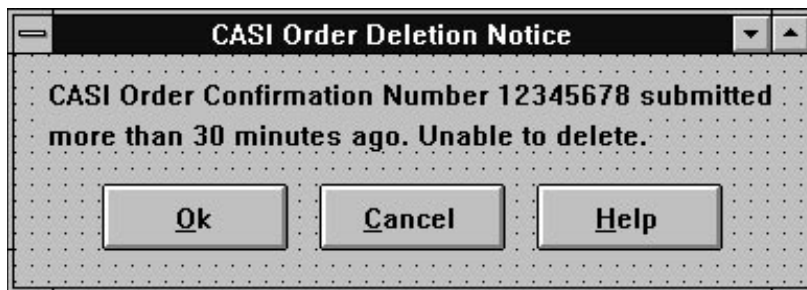


Figure 32. CASI Order Deletion Error

Non-CASI Order

Allows you to order a document from a source other than CASI. The format and path must be indicated by setting local, customized options.

1. From the Tools Menu, select Order.
2. From the cascading Menu, select Non-CASI.

The Non-CASI Order Window is displayed (see below.)



Figure 33. Non-CASI Order Window

Components of the Non-CASI Order Window

Default Directory. States the default directory in which the set will be saved. This default may be changed in Preferences.

File Name. The name you want to assign to the document(s) you are saving.

Select Path. Displays a standard window allowing you to select a new directory path or create a new one. The new path will be displayed in the Order Window.

Default Format. The default format is Order. This default may be changed in Preference.

Select Format. Displays a Formats Window allowing you to view the format description, select another existing format, or create a new format. The new format will be displayed in the Order Window.

Ok. Once you have entered all information, click on Ok to execute the function.

Cancel. Will cancel the Non-CASI Order function and close the window.

Help. Provides assistance in executing the Non-CASI Order function.

Ordering a Non-CASI Document

1. Use the default format or select a format.

Note: When you are placing an order for a non-CASI document you must create a format to match what is expected by the organization from whom you are ordering the document. The default format is the CASI Order format.

2. Use the default directory or select a path.
3. Enter a File Name.

File name is alphanumeric.

Maximum eight (8) character file name with period (.) and 3-character extension. The 3-character extension is **.txt** and is automatically assigned by the system.

4. When all entries are made, click on Ok.

▲ **Window**

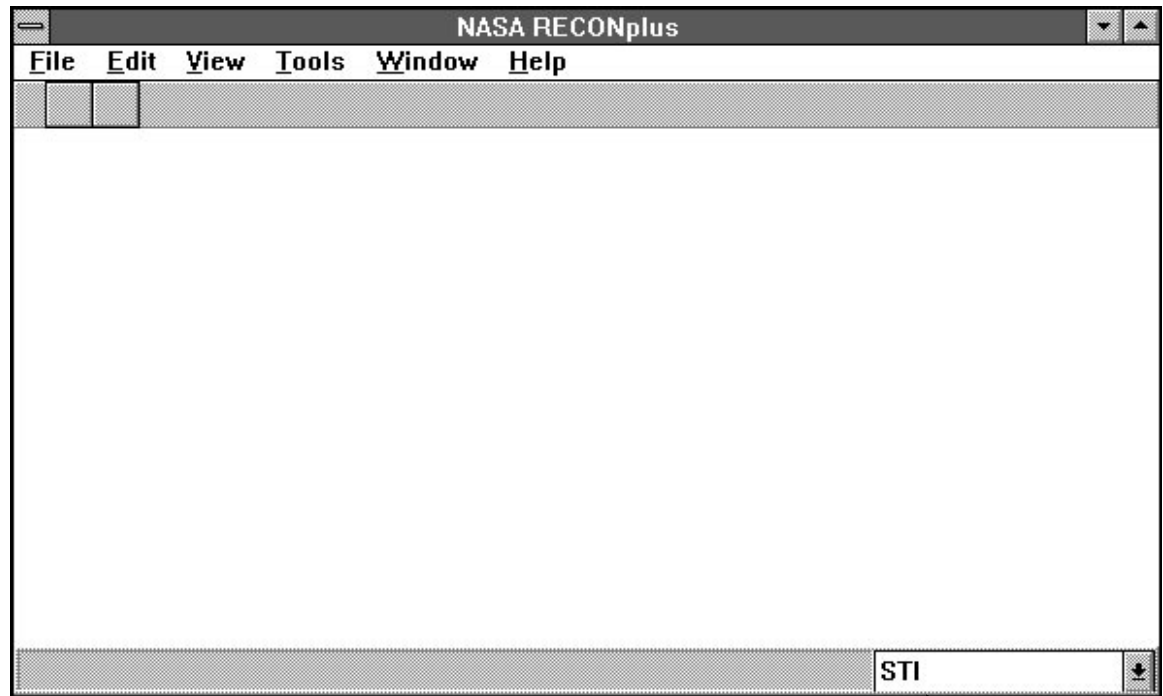
Provides standard Window tools including Cascade, Tile, Arrange Icons, and Close All. These Windows tools are based on the MS Windows interface and function the same as they do in other Windows applications.

▲ **Help**

Provides standard Window tools including Contents, Search for Help on, How to Use Help, Tutorial, Frequently Asked Questions, and About. These Help tools are based on the MS Windows interface and function the same as they do in other Windows applications.

△ Selecting a Database

Allows you to select a database on which to search, during a session. When the Main Menu Window is initially accessed, the STI Database is selected, as displayed in the lower right corner of the Main Menu Window.



STI is the name of the default database selected when you access RECONplus. You may select an alternate database *any time* during your session. Currently there is one other database you may select—**CNACA**.

Selecting an Alternate Database

1. Pull down on the arrow next to the database name.

A list of alternate databases is displayed.

2. Highlight the database with which you want to work and release the mouse button. The selected database is displayed in the box.

You may select alternate databases while you are constructing a search statement. For example, let us assume you are performing a Full Search by Author.

1. Enter the author name in the Author Name box.

Type: smith, a.

2. Click on Build Search. The Search Statement panel will display:

```
FIND <BETA.U>DB WHERE [AU = 'smith, a.']
```

<BETA.U> indicates the STI Database will be searched.

If you executed this search, RECONplus would perform the search using the STI Database. However, before executing the search, you decide to perform the search against the CNACA database, rather than the STI database.

3. Pull down the arrow, highlight CNACA, and release the mouse button. CNACA is displayed in the box.

Note: The Search Statement panel will not reflect that you have selected another database. In other words, it will still display the search statement with BETA.U as the selected database as indicated in step 2 above.

4. Click Execute to perform the search.

The Browse Sets Window is displayed. However, note that the search set displays:

```
FIND <BCNACA>DB WHERE [AU = 'smith, a.']
```

<BCNACA> indicates that RECONplus searched the CNACA database.

Future Capabilities

When the EDIT/REUSE button on the Browse Results Window becomes operational, you will be able to highlight an existing search set, click on the EDIT/REUSE button and use that existing set to perform another search. Then you will be able to select an existing set, select an alternate database, and perform another search using the same criteria against another database.

QUICK SEARCH

QUICK SEARCH

The Quick Search Mode allows you to select from four searchable fields to create your search strategy.

▲ Accessing Quick Search Mode

1. From the Main Menu select **File**.
2. From the File Menu select **Search Mode**.
3. From the cascading menu select **Quick Search**.
4. The Quick Search Window is displayed (see below.)

The screenshot shows the 'Quick Search' window with the following fields and controls:

- Words/Phrases [BI] (Title, Abstract, Subject/Thesaurus)**
 - Search Term(s): [Text Field]
 - ☒ Word Search ☐ Exact Phrase Search
 - Connect Terms: [Dropdown Menu]
- Document ID Numbers [NU] (no punctuation)**
 - [Dropdown Menu] [Text Field] - [Text Field]
- Publication Date [PD] (Year/Month/Day)**
 - [Dropdown Menu] [Text Field: ####/##/##] - [Text Field: ####/##/##]
- Author [AU] (e.g., Smith, John R., Jr.)**
 - Author Name(s): [Text Field]
 - Connect Authors: [Dropdown Menu]
 - [Author Index](#)
- Database:** [Dropdown Menu: XXXXXX] **Connect Fields:** [Dropdown Menu]
- [Execute](#) [Clear](#)

5. The Quick Search Window can be iconified, but not maximized or resized.

Components of the Quick Search Window

The components of the Quick Search Window provide the tools to build your search criteria, execute the search, and receive the desired results. It consists of four individual panels each displaying one of the four search fields available with the Quick Search function. The components are listed below and are explained in detail throughout this chapter.

The four search fields and their associated options follow:

- Words/Phrases—Search Term(s), Word Search, Exact Phrase Search, Connect Terms
- Document ID Numbers—Single Number or Number Range
- Publication Date—Single Date or Date Range
- Author—Connect Authors, Author Index

The remaining components include the following:

- Database
- Connect Fields
- Execute
- Clear

▲ Performing a Search

The first step in building your search criteria is to complete one or more of the fields on which you want to search.

△ Quick Search by Words/Phrases

Allows you to search for a document using a search term(s) that includes words or phrases.

Search Term(s)

The Search Terms box permits entry of the word(s) or phrase(s) for which you would like to search.

Alphanumeric characters are allowed in the Search Term(s) box.

Word Search

You may specify your search term as a word search. Word Search is the default. The system recognizes a word as a term that is broken by a space or by punctuation.

1. From the Words/Phrases Search Panel, enter your search terms in the Search Terms box.
2. Because it is the default, the Word Search RadioButton is already selected.

Exact Phrase Search

You may specify your search term as a Phrase Search.

1. Type your phrase in the Search Term(s) box.
2. Click on the Phrase Search RadioButton.

Connect Terms

You may enter multiple words or phrases search terms. If you enter multiple terms, the terms must be connected by selecting a **Connect Terms** operator.

Valid Connect Terms operators are:

- And
- Or

OR is the default.

1. To select a Connect Terms operator, click on the arrow next to the Connect Terms box.

A cascading menu displays the relational operators AND and OR

2. Highlight your selection and release the mouse button.

The operator you selected will be placed in the Connect Terms box.

3. When you are finished building your Word/Phrases search, click execute or continue to build your search based on another field.

△ Quick Search by Document ID Number

Allows you to search for a document using one of several numbers that can be associated with a document, including the following:

- Accession Numbers
- Contract Numbers
- Document Numbers
- International Standard Book Number (ISBNs)
- International Standard Serial Numbers (ISSNs)
- Nonprint Numbers
- Patent/Patent Application Numbers
- Report Numbers

1. You may search for a Single Number or a Number Range.
2. The Document ID Numbers field is alphanumeric.

Single ID Number

Allows you to enter a single number.

1. The first box in the Document ID Numbers search panel contains a list of valid relational operators to limit the scope of your search. **Equal to** is the default. Pull down the arrow to highlight and select another relational operator.

Valid relational operators are:

Equal to	=
Less than	<

Less than or equal to	<
Greater than	>
Greater than or equal to	=
Not equal to	<

- To select a relational operator, click on the arrow, highlight your selection, and release the mouse button.

Your selection is displayed in the relational operator box.

- Type the ID# in the Single Number box.

Punctuation should not be entered.

ID Number Range

Allows you to search for a document number range by entering a Range Starting Number and a Range Ending Number.

- The first box in the Document ID number search panel displays a list of valid relational operators. The last option in this list is **Range**.
- To perform an ID Number Range search, click on the arrow, highlight Range, and release the mouse button.

After selecting Range, the following will happen:

- Range** will be displayed in the box.
- The Quick Search window will display a second set of boxes in the ID Number Range panel, permitting entry of both a starting number and an ending number, as displayed below.

Document ID Numbers [NU] (no punctuation)

Range

-

- Enter the Range Starting Number in the first box.

4. Tab to the second box and enter the Range Ending Number.
5. The Starting Number must be *less than* or *equal to* the Ending Number.
6. When you select the Range option, you *must have an entry* in *both* the Starting Number field and Ending Number field.
7. The Starting Number and Ending Number must be entered *without punctuation or spaces*.
8. When you have completed building your search, click **Execute** or continue building your search by completing another search field.

△ Quick Search by Publication Date

Allows you to search for a document by its Publication Date. You may search for a Single Date or for a Date Range.

Single Date

Allows you to enter a Single Date including year, month, and/or day.

1. The first box in the Publication Date search panel contains a list of valid relational operators to limit the scope of your search. **Equal to** is the default.

Valid relational operators are:

Equal to (the default)	=
Less than	<
Less than or equal to	<=
Greater than	>
Greater than or equal to	>=
Not equal to	<>

2. To select a relational operator, click on the arrow, highlight your selection, and release the mouse button.

Your selection is placed in the box.

3. Type the date in the Single Date Box.

The date must be entered in the format **YYYY/MM/DD**, must be **numeric**, and must have the **correct length of numbers** entered in accordance with the following field requirements.

Field Name	Required?	Type	Length	Examples
Year	Yes	Numeric	4	1995 (not 95)
Month	No	Numeric	2	01 (not 1), 12
Day	No	Numeric	2	01 (not 1), 31

When selected, the Single Date field displays the year, day, and month using the characters #####/##/##. The date will overwrite these characters as it is entered; you do not have to delete them first. The slash (/) between the year, month, and date are static so you do not have to type them. The cursor will skip over them as the date is entered.

4. Truncation is **not** allowed.

Date Range

Allows you to enter a Starting Date and Ending Date range, including year, month, and day.

1. The first box in the Document ID number search panel displays a list of valid relational operators. The last option in this list is **Range**.
2. To perform an ID Number Range search, click on the arrow, highlight Range, and release the mouse button.

After selecting Ranges, the following will happen:

- **Range** will be displayed in the box

- The Quick Search window will display a second set of boxes in the Publication Date search panel, permitting entry of both a starting publication date and an ending publication date, as displayed below.

Publication Date [PD] (Year/Month/Day)

Range	▼	####/##/##	-	####/##/##
-------	---	------------	---	------------

3. Enter the Range Starting Date in the first box.
4. **Tab** to the second box and enter the Range Ending Date.
5. When you select the Range option, you must have an entry in both the starting date box and the ending date box.
6. The fields must be entered in the correct format, in accordance with the field requirements stated in **Single Date** above.
7. The Starting Date must be *less than or equal to* the Ending Date.
8. When you have completed building your search, click **Execute** or continue building your search by completing another search field.

△ Quick Search by Author

The Author field permits entry of Last Name, First Name/Initial, Middle Name/Initial, and Suffix options for searching on an author. In addition, you may search on more than one author and access the Author Index for assistance in selecting the author name.

Author Name(s)

1. The name must be entered in the format shown in the example in the Author Name(s) panel, i.e., the last name is entered first followed by a comma; the first name; the middle initial; and the suffix.
2. A minimum entry of the Last Name is required in this field. If only the last name is entered (i.e., there is no comma in the string), the system will automatically truncate the name by appending an asterisk (*).

Example: smith*

3. First Name, Middle Initial, and Suffix are optional.
4. Field accepts alphabetic characters only.
5. Truncation (SM*) and masking (SM?TH) are allowed in all fields.

Note: You may use up to 50 question marks (?) to mask adjacent characters.

Connect Authors

Connect Authors provides the ability to enter more than one author name in the author field. If you want to search on more than one author, they must be connected. The connect operators are **And** and **And**. The default is **And**.

1. Enter the author name.
2. Position the mouse button on the arrow in the Connect Authors box.
3. To select **And**, click on the arrow.
4. To select **Or**, pull down the arrow and highlight the **Or** option.
6. Type the next author name.
7. Repeat until all authors are entered.

△ Author Index

The Author Index may be used to help you complete your entry in the search field.

1. You may access Author Index either before or after making an entry in the Author search panel.
2. Click on the **Author Index** Button.

The Author Index Window is displayed (see below.)

Components of the Author Index Window

Selected Index. Displays the name of the index of the active search field. For example, if you are doing an Author search the Selected Index box will display Author (AU). The index name is displayed exactly as it appears in the Searchable Fields List.

Expand Term. Provides a quick method of moving around in the index. For example, if you are in the Author Index and you are looking at the Author names

that begin with “A” and you would like to view names beginning with “S,” enter an “S” (or “s”) in the Expand Term Box.

Go To. Once you have made an entry in the Expand Term Box, click on Go To. The Index display will include your selection (or the term closest to it alphanumerically in the index) as well as adjacent terms.

Hierarchy. Used only for the Thesaurus.

Index Display Panel. The large panel located on the left of the window which displays the items in the index. The Index Display will change according to the search field you have selected.

Active Search Term. Displays the term you have entered in the search field on the Full Search Window. For example, if you are doing a Full Search by Author and have entered an author name in the name field, that name will be displayed in the Active Search Term Box.

Arrow (-->). Places your index term selections in the Selected Terms Panel.

Selected Terms. Displays the item you selected from the Index Display.

Add to Search. Takes the item you have selected from the Index Display and adds it to the Search Statement Panel on the Full Search Window. The Show Index will be closed and the system will return to the Full Search Window.

Cancel. Closes the Show Index and returns to the Full Search Window.

Help. Provides help on the Show Index function.

Note: All indexes are sorted in ascending order (A-Z; 0-9).

Using Author Index

1. Highlight the item you want to add to your search criteria.
2. Click on the arrow located in the middle of the window or double click the mouse button.
3. The name you selected from the Index Panel is placed in the Selected Terms Box.

4. Repeat steps 2-4 to add additional name from the Index.
5. Click on Add to Search.
6. The Quick Search Window is displayed with the author name(s) placed in the Author Name(s) box.

△ Database

Selecting a Database

The current (active) Database is displayed in the lower left corner of the Quick Search Window. The current database is the database you to selected from the Main Menu Window.

You may select an alternate database *any time* during your session. Currently there is one other database you may select—**CNACA**.

Selecting an Alternate Database

This function is performed from the Main Menu Window. Please refer to the section in this manual titled **Databases** later in this manual for instructions on changing the database.

Connecting Fields

You may complete more than one of the four search fields on the Quick Search Window to build your search criteria. When you select more than one field, the fields must contain a Connect Fields operator. If you don't select a Connect Fields operator, the system defaults to **And**. However, you may select an alternate operator. Valid Connect Fields operators are:

- And
 - And Not
 - Or
1. Select your first searchable field and complete the field options.
 2. Select a Connect Fields operator by clicking on the arrow, highlighting your selection, and releasing the mouse button.

3. Select the next field you want to search.

4. Complete the field options.
5. Repeat steps 2 - 4 until you have completed all the fields on which you want to search.

△ Executing the Search

When your search criteria is built you are ready perform the search.

1. Click on Execute.

The system will process your search criteria.

2. A message panel is displayed stating the Set Created (set number) and the number of members (records) in the set.
3. Click OK.
4. The Browse Sets Window is displayed.

▲ Viewing and Manipulating the Search Results

When you click on the Execute Button, the system will perform a search based on the search criteria you specified on the Quick Search Window. The results may be viewed in the Browse Sets Window and Browse Results Window.

△ Browse Sets

After you click on the Execute Button, the system will perform a search based on the search criteria you specified. When the search is completed, the Browse Sets Window is displayed. You may also access Browse Sets from the Main Menu Tool Menu. Browse Sets allows you to browse existing sets created during this session.

1. From the Tool Menu of the Main Menu Window, select **Browse Sets**.

OR

If you have executed a search, the Browse Sets Window is displayed (see below.)

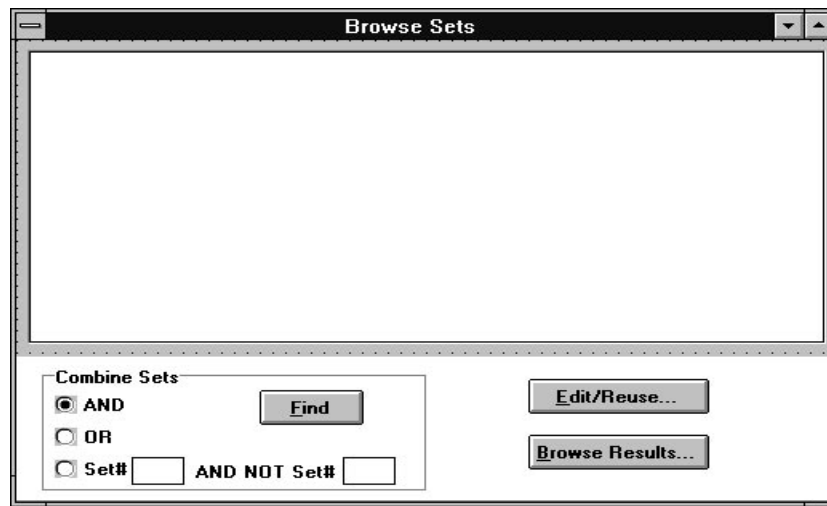


Figure 38. Browse Sets Window

2. The sets are a record of the search statements you built during your session.
3. The sets are displayed in the top panel of the Browse Sets Window.
4. Sets are assigned a number by the system and are displayed in numerical order. The most recently created set is highlighted.
5. You may use these sets to build a new search statement. You may also select one or more existing sets and combine them to build a new search statement.

Components of the Browse Sets Window

Set Display Panel. The large panel at the top of the window where the sets are displayed includes the set #, # of records in the set, and the search statement.

- **Set #** – a list of numbers, in numerical order, indicating the number of the set you have executed. The numbers are assigned by the system.
- **Records** – the number of records found that meet the search criteria of your executed search.
- **Search Statement** – the search statement(s) you executed is displayed showing the first 250 characters (scrollable) of the search statement.

Combine Sets. Allows you to combine the search sets to build new search criteria. The Combine Sets operators are:

- And
- Or
- Set # AND NOT set #

The **Set # AND NOT set #** option allows you to select a specific set # while excluding a specific set #.

Find. When you have built your new search criteria based on the existing sets you are ready to execute the search. Click on **Find** to perform the search.

Edit/Reuse. Returns to the Full Search Window, placing the selected search statement in the Search Statement Panel where it can be edited or reused.

Browse Results. Displays the Browse Results Window for the selected set.

Using Browse Sets

1. Highlight the first set you want to search.
2. Combine this set with another set; select either the **And** or **Or** relational operator by clicking the appropriate RadioButton.
3. Highlight the next set.

Note: All sets you are selecting must be highlighted. This is accomplished by highlighting the first set, and then holding down the shift key while highlighting the next set.

4. Continue highlighting sets until you have made all of your selections.
5. Click **Find**.
6. The system will search for these combined sets and a new set will be created.

Using Set# and AND NOT Set#

1. Click on the Set# AND NOT Set# RadioButton.
2. In the box provided, enter the number of the set on which you wish to search.
3. In the next box provided type the number of the set you wish you have excluded from this search.

One use for this function would include an instance where you have performed three separate searches, thereby creating sets #1, #2, and #3. Then you perform a search where you have combined sets #1, #2, and #3. The result is set #4. Now you wish to perform a search based on set #4, which includes sets #s 1, 2, and 3. However, you wish to exclude set 2 from that set. Therefore, in the **Set#** box you would enter **4**, and in the **AND NOT Set #** box you would enter **2**.

4. When you have finished building your search, click Find.

The system performs the search and a new search set is created.

△ Browse Results

Browse Results displays the records resulting from the executed search.

1. From the Browse Sets Window click on the Browse Results Button.

The Browse Results Window is displayed (see below.)

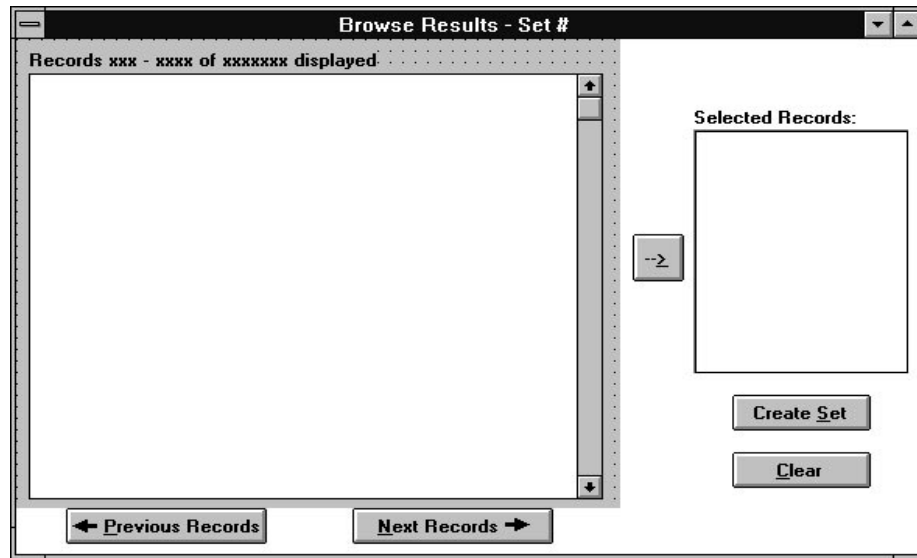


Figure 39. Browse Results Window

2. A window is displayed stating that the system is reading the data.
3. The records are displayed.

Components of the Browse Results Window

Members xxx - xxx of xxxx displayed. The system displays records in segments of five records at one time. If your search results in locating twenty records, and you are reviewing the first segment of five, this line would read:

Members 1 - 5 of 20 records displayed.

After you click on the Next Records Button the line would read:

Members 6-10 of 20 records displayed.

Print. Allows you to print the selected record.

Records Display Panel. The large panel on the left of the screen that displays the record(s).

Previous Record. The Records Display Panel will scroll to the previous record.

Next Record. The Records Display Panel will scroll to the next record.

Arrow (-->). Clicking on the arrow will place the selected record into the Selected Records Panel.

Selected Records. Records selected from the Records Display are placed in the Selected Records Panel.

Create Set. Records selected in the Selected Records Panel are combined into a new set, which is a subset of the set displayed in the Browse Results Window.

Clear. Clears highlighted selections from the Selected Records Panel.

Create Set. Allows you to select records from an existing set to create a new set.

Using Browse Results

1. Select the record(s) from which you want to create a set:

- a. Position the cursor anywhere in the record.
- b. Click the mouse button.
- c. Click on the arrow.

The record(s) you select will be placed in the Selected Records panel.

2. Click on **Create Set**.

3. The system will create a set based on the selected records. A message panel is displayed stating the Set Created, i.e., set number, and Number of Members in the set.

4. Click OK.

The Browse Sets Window is displayed with the newly created set.

5. Click on Browse Results.

The Browse Results Window is displays the records you selected from the previous set.

Print

Allows you to select records for printing.

1. Select the record(s) from which you want to create a set:

- a. Position the cursor anywhere in the record.
- b. Click the mouse button.
- c. Click on the arrow.

The record(s) you select will be placed in the Selected Records panel.

2. From the File Menu on the Main Menu, select Print or press <CTRL+P>.
3. The records you selected will be printed.

FULL SEARCH

FULL SEARCH

The Full Search Mode allows you to select from nine searchable fields on which to base your search. In addition, five of the nine searchable fields have subfields that provide additional search field options within that field. Other functions (beyond those provided on the Quick Search function) are provided that expand the capability of your search criteria.

▲ Accessing Full Search Mode

1. From the Main Menu select **File**.
2. From the File Menu select **Search Mode**.
3. From the cascading Menu select **Full Search**.
4. The Full Search Window is displayed (see below.)

The screenshot shows a window titled "Full Search". It contains several sections: "Connect Fields:" with a dropdown menu; "Searchable Fields:" with a large empty box; "Author Name: (eg. Smith, John R., Jr.)" with a text input field; "Connect Authors:" with a dropdown menu; a checkbox labeled "Use Variations"; a "Search Statement:" section with a large text area and vertical scrollbars; and a bottom section with "Execute" and "Clear" buttons. On the right side, there are buttons for "Show Index...", "Replace", "Build Search", "Edit Mode", "Add ()", and "Delete ()".

Figure 40. Full Search Window

Components of the Full Search Window

The components of the Full Search Window provide the tools to build your search criteria, edit your search criteria, execute the search, and receive the desired results. The components are listed below, and are explained in detail throughout this chapter.

- Searchable Fields
- Connect Fields
- Search Field Panel
- Search Statement Panel
- Show Index
- Replace
- Build Search
- Edit Mode
- Add()
- Delete()
- Execute
- Clear

▲ Performing a Search

The first step in building your search criteria is to select the fields on which you want to search. This is done by selecting fields from the Searchable Fields panel.

△ Search Fields

There nine available Search Fields:

- | | |
|---------------------|---|
| • Author | (Authors, Editors, Inventors, etc.)(AU) |
| • +ID# | (Document ID Numbers) (NU) |
| • +Location | (Organization, Meeting Location) (CI)(ST)(CO) |
| • +Organization | (Organization Name) (ON W)(ON) |
| • Publication Date | (Publication Date or Date Ranges) (DA) |
| • Set# | (Set Numbers) (#) |
| • +Source | (Source Title) (SOW, SO) |
| • Subject Thesaurus | (Subject/Thesaurus Terms) (IT)(ITMJ) |
| • +Words/Phrases | (Text Fields) (B1) |

1. The column on the left depicts what you will see in the Searchable Fields list; the column to the right is a more detailed description of that field (use the arrow to scroll to the right in the Searchable Fields list to view these descriptions.) The letters in parentheses is an index tag indicating the index in which the field is found.
2. The (+) sign in front of the searchable field name indicates there is a submenu associated with that field containing a list of options allowing you to limit the scope of the search on that field. Double click on the plus sign to view the cascading Menu. The plus sign becomes a minus (-) sign and the cascading Menu displays the options. To close the list of options, double click on the minus sign; the minus returns to a plus sign.
3. To select a Searchable Field other than the Author default, scroll down the list and, using the mouse button, highlight your selection and release the mouse button.
4. After selecting a search field, the Search Panel will display the options associated with that search field.
5. The components on the Full Search Window are available for each searchable field.

Completing the Search Field

1. Because it is the default, when the Full Search Window is initially displayed, the Author field is displayed in the Searchable Fields Panel.
2. The active buttons on the Full Search Window are Show Index and Clear.
3. For instructions on completing the search field options for each of the nine searchable fields, refer to the Search Fields section later in this manual.

△ Show Index

The Show Index function may be used to help you complete your entry in the search field.

1. Click on the **Show Index** Button.

The Show Index Window is displayed (see below.)

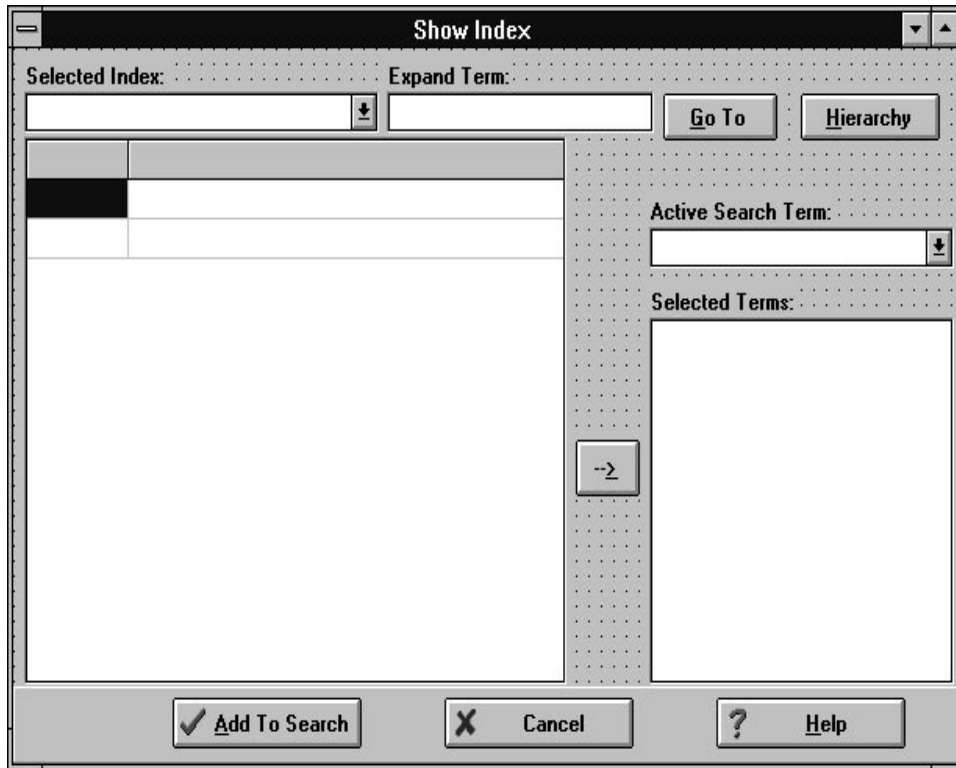


Figure 41. Show Index Window

2. You may access Show Index either before or after making an entry in the search field on the Full Search Window.

Components of the Show Index Window

Selected Index. Displays the name of the index of the active search field. For example, if you are doing an Author search the Selected Index box will display Author (AU). The index name is displayed exactly as it appears in the Searchable Fields List.

Expand Term. Provides a quick method of moving around in the index. For example, if you are in the Author Index and you are looking at the Author names that begin with “A” and you would like to view names beginning with “S,” enter an “S” (or “s”) in the Expand Term Box.

Go To. Once you have made an entry in the Expand Term Box, click on Go To. The Index display will include your selection (or the term closest to it alphanumerically in the index) as well as adjacent terms.

Hierarchy. Used only for the Thesaurus.

Index Display Panel. The large panel located on the left of the window. Displays the items in the index. The Index Display will change according to the search field you have selected.

Active Search Term. Displays the term you have entered in the search field on the Full Search Window. For example, if you are doing a Full Search by Author and have entered an author name in the name field, that name will be displayed in the Active Search Term box.

Arrow (-->). Places your index term selections in the Selected Terms Panel.

Selected Terms. Displays the item you have selected from the Index Display.

Add to Search. Takes the item you have selected from the Index Display and adds it to the Search Statement Panel on the Full Search Window. The Show Index window will be closed and the system will return to the Full Search Window.

Cancel. Closes the Show Index Window and returns to the Full Search Window.

Help. Provides help on the Show Index function.

Using Show Index

1. From the Full Search Window, click on Show Index.

The Selected Index box displays the name of the index you have most recently selected on the Full Search Window.

The Active Search Term Box shows the term you entered in the search field on the Full Search Window. The Index Display is positioned on that term.

If you do not have an entry in the search field on the Full Search Window, the Active Search Term box is empty and the Index Display will be positioned at the top of the Index.

Note: All Indexes are sorted in ascending order (A-Z; 0-9).

2. Highlight the item you want to add to your search criteria.
3. Click on the arrow located in the middle of the window or double click the mouse button.

4. The item you selected from the Index Panel is placed in the Selected Terms Box.
5. Repeat steps 2-4 to add additional terms from the index.
6. When you are finished making your selections, click on **Add to Search**

The system returns to the Full Search Window with the item(s) displayed in the Search Statement Panel. If multiple terms were selected they appear as an **Or** clause within parentheses.

△ Building the Search

As soon as you begin an entry in the Search Panel, the **Build Search** Button is activated.

As you complete each entry in the Search Panel for your selected fields, the search criteria must be added to the Search Statement Panel. Clicking on the Build Search Button will place the search criteria into the Search Statement Panel.

1. Click on the Build Search Button.
2. The search criteria you entered in the Author Search Panel is transferred to the Search Statement Panel.

Note: If you used Show Index to build your search criteria, the Add to Search button on the Show Index Window automatically added your search criteria to the Search Statement Panel.

△ Reviewing the Search Statement

After clicking on the Build Search Button, the system will place your search criteria in the Search Statement Panel and will translate the information you have entered into a system-recognizable syntax. The syntax is displayed in the Search Statement Panel.

△ Connecting Multiple Fields

You may select more than one search field on which to build your search criteria. When you select more than one field, they must be joined by a Connect Fields operator. The Connect Fields Operators are:

- And
 - And Not
 - Or
1. Select your first searchable field from the Searchable Fields menu and complete the field options.
 2. Click on Build Search to add the search criteria to the Search Statement Panel.
 3. Click on Connect Fields.
 4. Select a Connect Fields Operator.
 5. From the Searchable Fields list, select the next field on which you wish to search.
 6. Complete the field options.
 7. Click on Build Search.

In addition to Full Search by Author, you may perform a search on, or connect fields to, the Searchable Fields discussed in the following sections.

Note: There is no limit to the number of fields you can connect; however there is a limit of 4,000 characters to one search statement.

△ Executing the Search

Once your search criteria is built you are ready perform the search.

1. Click on Execute.
2. The system will process your search criteria.

▲ Viewing and Manipulating the Search Results

When you click on the Execute Button, the system will perform a search based on the search criteria you specified on the Full Search Window. These results may be viewed in the Browse Sets Window and Browse Results Window.

△ Browse Sets

After you click on the Execute Button, the system will perform a search based on the search criteria you specified. When the search is completed, the Browse Sets Window is displayed. You may also access Browse Sets from the Tools Menu of the Main Menu Window. Browse Sets allows you to browse existing sets created during this session.

1. From the Main Menu Tool Bar, select **Browse Sets**.

OR

If you have executed a search, the Browse Sets Window is displayed (see below.)

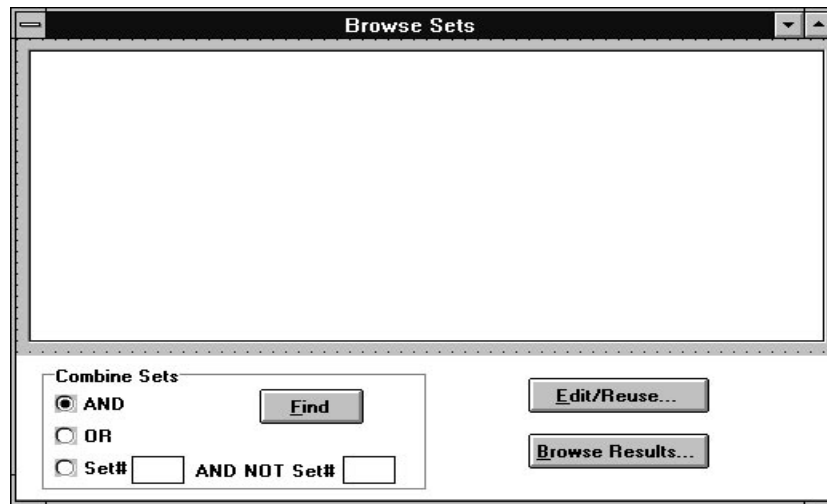


Figure 42. Browse Sets Window

2. The sets are a record of the search statements you built during your session.
3. The sets are displayed in the top panel of the Browse Sets Window.
4. Sets are assigned a number by the system and are displayed in numerical order. The most recently created set is highlighted.
5. You may use these sets to build a new search statement. You may also select one or more existing sets and combine them to build a new search statement.

Components of the Browse Sets Window

Set Display Panel. The large panel at the top of the window where the sets are displayed includes the set #, # of records in the set, and the search statement.

- **Set #** – a list of numbers, in numerical order, indicating the number of the set you have executed. The numbers are assigned by the system.
- **Records** – the number of records found that meet the search criteria of your executed search.
- **Search Statement** – the search statement(s) you executed is displayed showing the first 250 characters (scrollable) of the search statement.

Combine Sets. Allows you to combine the search sets to build new search criteria. The Combine Sets operators are:

- And
- Or
- Set # AND NOT set #

The **Set # AND NOT set #** option allows you to select a specific set # while excluding a specific set #.

Find. When you have built your new search criteria based on the existing sets you are ready to execute the search. Click on **Find** to perform the search.

Edit/Reuse. Returns to the Full Search Window, placing the selected search statement in the Search Statement Panel where it can be edited or reused.

Browse Results. Displays the Browse Results Window for the selected set.

Using Browse Sets

1. Highlight the first set you want search.
2. Combine this set with another set; select either the **And** or **Or** relational operator by clicking the appropriate RadioButton.
3. Highlight the next set.

Note: All sets you are selecting must be highlighted. This is accomplished by highlighting the first set, and then holding down the shift key while highlighting the next set.

4. Continue highlighting sets until you have made all of your selections.
5. Click **Find**.
6. The system will search for these combined sets and a new set will be created.

Using Set# and AND NOT Set#

1. Click on the Set# AND NOT Set# RadioButton.
2. In the box provided, enter the number of the set on which you want to search.
3. In the next box provided type the number of the set you want to exclude from this search.

One use for this function would include an instance where you have performed three separate searches, thereby creating sets #1, #2, and #3. Then you perform a search where you have combined sets #1, #2, and #3. The result is set #4. Now you wish to perform a search based on set #4, which includes sets #s 1, 2, and 3. However, you wish to exclude set 2 from that set. Therefore, in the **Set#** box you would enter **4**, and in the **AND NOT Set #** box you would enter **2**.

4. When you have finished building your search, click Find.

The system performs the search and a new search set is created.

△ Browse Results

Browse Results displays the records resulting from the executed search.

1. From the Browse Sets Window click on the Browse Results Button.

The Browse Results Window is displayed (see below.)

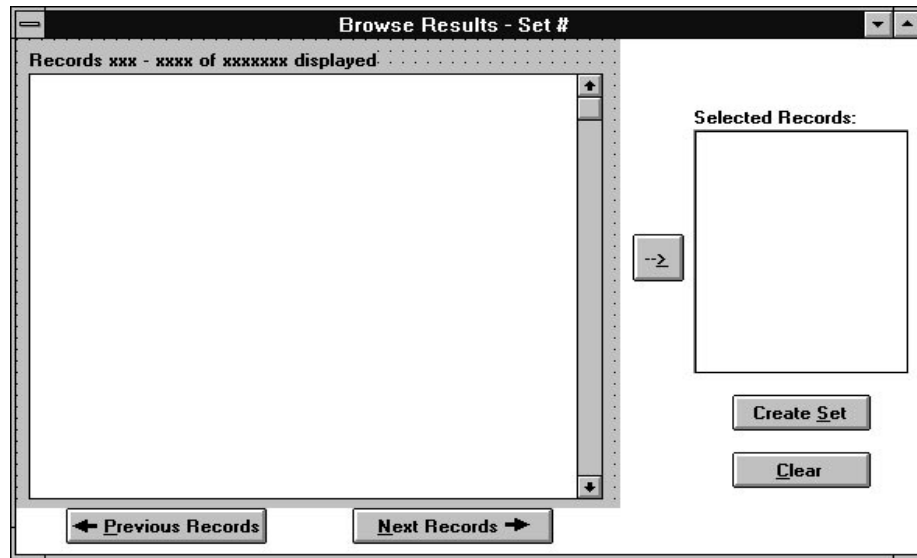


Figure 43. Browse Results Window

2. A window is displayed stating that the system is reading the data.
3. The records are displayed.

Components of the Browse Results Window

Members xxx - xxx of xxxx displayed. The system displays records in segments of five records at one time. If your search results in locating twenty records, and you are reviewing the first segment of five, this line would read:

Members 1 - 5 of 20 records displayed.

After you click on the Next Records Button the line would read:

Members 6-10 of 20 records displayed.

Print. Allows you to print the selected record.

Records Display Panel. The large panel on the left of the screen that displays the record(s).

Previous Record. The Records Display Panel will scroll to the previous record.

Next Record. The Records Display Panel will scroll to the next record.

Arrow (-->). Clicking on the arrow will place the selected record into the Selected Records Panel.

Selected Records. Records selected from the Records Display are placed in the Selected Records Panel.

Create Set. Records selected in the Selected Records Panel are combined into a new set which is a subset of the set displayed in the Browse Results Window.

Clear. Clears highlighted selections from the Selected Records Panel.

SEARCH FIELDS

SEARCH FIELDS

▲ Full Search by Author

The Author field permits entry of Last Name, First Name/Initial, Middle Name/Initial, and Suffix options for searching on an author.

1. Because it is the default, when the Full Search Window is initially accessed, the Author field is displayed in the Searchable Fields Panel.

OR

2. If you have been working with other search fields, from the Searchable Fields panel, highlight and click on **Author**.

The Author searchable fields are displayed in the Search Panel (see below.)

The screenshot shows a window titled "Full Search". It contains several sections: "Connect Fields:" with a dropdown menu; "Searchable Fields:" with a large empty box; "Author Name: (eg. Smith, John R., Jr.)" with a text input field; "Connect Authors:" with a dropdown menu; a checkbox labeled "Use Variations"; a "Search Statement:" section with a large text area and a vertical scrollbar; and a bottom section with "Execute" and "Clear" buttons. On the right side, there are buttons for "Show Index...", "Replace", "Build Search", "Edit Mode", "Add ()", and "Delete ()".

Figure 44. Full Search Window

Author Name

1. A minimum entry of the Last Name is required in this field. If only the last name is entered (i.e., there is no comma in the string), the system will automatically truncate the name by appending an asterisk (*) when the term appears in the Search Statement Panel.

Example: smith*

2. First Name, Middle Initial, and Suffix are optional.
3. The Author field accepts alphabetic characters only.
4. Truncation (SM*) and masking (SM?TH) are allowed in all fields.

Note: You may use up to 50 question marks (?) to mask adjacent characters.

Connecting Multiple Author Names

Connect Authors provides the ability to enter more than one author name in the author field. If you want to search on more than one author name, they must be connected. The connect operators are **And** and **Or**. The default is **And**.

1. Enter the author name.
2. Click on **Build Search** to add the author name to the Search Statement Panel.
3. Position the mouse button on the arrow in the Connect Authors box.
4. To select **And**, click on the arrow.
5. To select **Or**, pull down the arrow and highlight the **Or** option.
6. Type the next author name.
7. Click on Build Search.
8. Repeat until all authors are entered.

Note: If you entered a last name only, the system will automatically insert an asterisk (*) to indicate that you want to search for all authors whose last name begins with Smith (truncation).

Example: Smith*

Note: Click on Build Search after each author. If you do not click on Build Search after typing each author name, you must separate each author name by typing a semicolon (;)

Example: Smith*;Jones, Benjamin E.

Selecting Use Variations

When Use Variations is selected, the system will check for variations on the Author name you entered. It does not check spelling.

If Use Variations was selected after entering the name Smith, John Harry, variations on that name would be:

- Smith, J H
- Smith, John H
- Smith, J Harry

To select Use Variation, click on the RadioButton.

The Use Variation field is not required.

▲ Full Search by Document ID Numbers

Allows you to search for a document by one of several numbers that can be associated with a document. You may search for a Single Number or a Number Range.

1. From the Searchable Fields Panel, highlight and click on **ID#**.

The ID# searchable fields are displayed in the Search Panel (see below).

The screenshot shows a window titled "Full Search". On the left, there is a "Searchable Fields:" panel with a list box and a "Connect Fields:" section with a dropdown arrow. The main area contains a dashed box with the instruction "(Enter Id Numbers without any punctuation.)". Inside this box, there are two radio buttons: "Single ID Number:" (selected) and "ID Number Range:". The "Single ID Number:" option has two input fields. The "ID Number Range:" option has two input fields labeled "Range Starting Number:" and "Range Ending Number:". To the right of the dashed box are buttons for "Show Index...", "Replace", and "Build Search". Below the dashed box is a "Search Statement:" section with a large text area and buttons for "Edit Mode", "Add ()", and "Delete ()". At the bottom of the window are "Execute" and "Clear" buttons.

Figure 45. Full Search by Document ID Number

2. The plus (+) sign in front of ID# on the Searchable Fields list indicates there are ID# options. You may select from the following types of numbers. The words in parentheses provides a full description of the name of the field and the two letters indicate the index in which the documents are located.

- ID # (All Document ID Numbers - NU)
- Contract # (Contract/Grant/Task Numbers Only - CN)
- ISBNs (ISBNs - ISBN)
- ISSNs (ISSNs - ISSN)
- Doc. # (NASA Document Numbers Only - DN)
- Patent # (Patent/Application Numbers Only - PN)
- Report # (Report Numbers Only - RN)
- Acc. # (Accession Numbers Only - AC)
- Nonprint # (Non-print Numbers Only - NP)

3. To review the list of options, from the Searchable Fields list highlight ID# and double click.
4. To select one of the options, highlight the option and double click.

Single ID Number

Allows you to enter a single number.

1. Because it is the default, the Single Number RadioButton is selected.
2. Select a valid relational operator to limit the scope of your search. **Equal to** is the default. Pull down the arrow to highlight and select another relational operator.

Valid relational operators are:

Equal to	=
Less than	<
Less than or equal to	<=
Greater than	>
Greater than or equal to	=>
Not equal to	<>

3. Type the ID# in the Single Number box or use Show Index to make a selection.

Punctuation should not be entered.

4. Click on Build search to add the number to the Search Statement Panel.
5. When you have completed building your search, click **Execute** or continue to search for a ID Number Range.

ID Number Range

Allows you to search for a date range by entering a Range Starting Number and a Range Ending Number.

1. Click on the ID Number Range RadioButton.
2. Enter the Range Starting Number.
3. Enter the Range Ending Number.

Note: If you use Show Index to select your numbers, the Starting Number and the Ending Number will be treated as two *individual* numbers—not as a number *range*. The two numbers will be displayed in the Search Statement Panel as two individual clauses joined by the **Or** relational operator. Therefore, it is recommended that you do not use Show Index to select your numbers if you want to search on a number range.

4. The Starting Number must be *less than* or *equal to* the Ending Number.
5. You *must have an entry* in *both* the Starting Number field and Ending Number field.
6. The Starting Number and Ending Number must be entered *without punctuation or spaces*.
7. After you have made your entries, click on Build Search to add your search criteria to the Search Statement Panel.
8. When you have completed building your search, click **Execute**.

▲ Full Search by Location

Allows you to search for a document using a Location Term(s). You may perform a Word Search or a Country Search.

1. From the Searchable Fields Panel, click on **Location**.

The Location search fields are displayed in the Search Panel (see below).

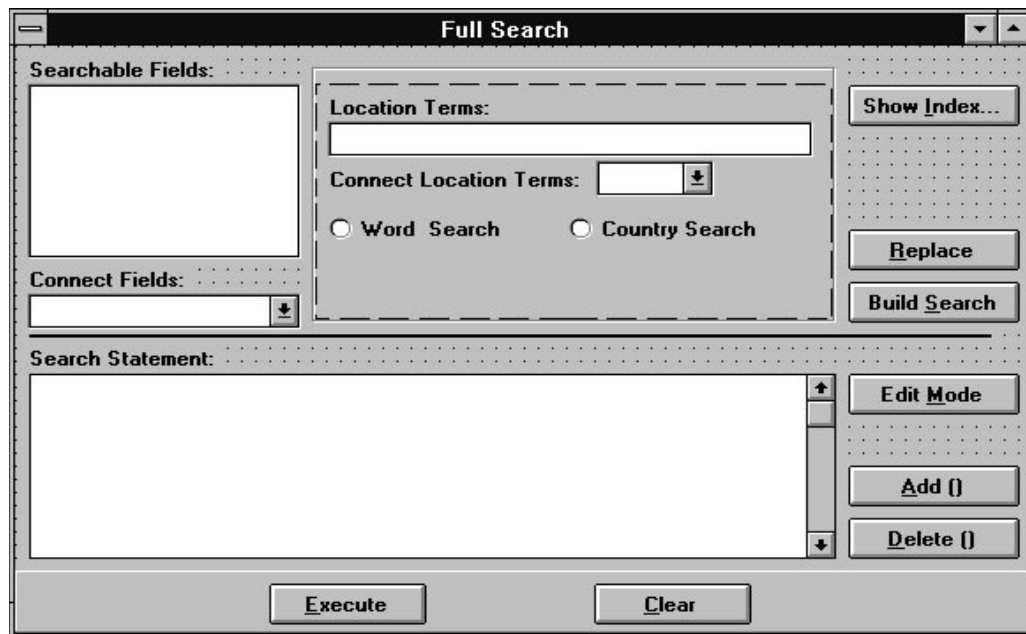


Figure 46. Full Search by Location

2. The plus (+) sign in front of Location on the Searchable Fields list indicates there are Location options. You may select from the following options:
 - All Locations (All Organization/Meeting Locations)
 - Author's Country (Author Affiliation Countries)
 - Fin. Spons. Country (Financial Sponsor Countries Only)
 - Meeting Loc. (Meeting Locations Only)
 - Org. Src. Country (Organization Source Countries Only)
3. To view the list of options, from the Searchable fields double click on Location. The list of options is displayed.
4. To select one of the options, double click on the option.

5. To close the list of options double click on Location. The list will be closed and the minus sign will become a plus sign.

Location Terms

Location Terms box permits entry of the Word(s) or Country(ies) for which you would like to search.

Connect Location Terms

You may enter multiple search terms. If you enter multiple terms, the terms must be connected by selecting a **Connect Locations Terms** operator.

Valid Connect Terms operators are And and Or.

1. The Connect Term **And** is the default.
2. To select **Or**, pull down the arrow and highlight **Or**. **Or** will be displayed in the Connect Location Terms box.

Word Search

You may specify your search term as a Word Search. The system recognizes a word as a term that is broken by a space or by punctuation.

When using the Location searchable field, valid word terms are cities, states, provinces, and countries.

Note: You may find it easier to use Show Index for selecting terms for a Word Search.

1. Enter your location terms in the Location Terms box, or use Show Index to select a term.
2. Because it is the default, the Word Search RadioButton is already selected.
3. When you are finished building your word search, click **Execute** or continue to perform a multiple word search.

Multiple Word Search

1. Enter your first term in the Location Terms box.

2. Type a semicolon (;) to delineate the first word from the next word.
3. Enter the second term in the Location Terms box.
4. Select a connect Location Terms operator.
5. Repeat steps 2-4 until you have entered all desired words.
6. Click Build Search.
7. Click Execute.

Country Search

Allows you to perform a search based on a City, State, Province, or Country location.

1. Enter your location term in the Location Terms box, or use Show Index to select a term.

Note: You may find it easier to use Show Index for selecting terms for a Country Search.

2. Click on the Country Search RadioButton.
3. When you are finished building your Country Search, click **Execute** or continue to perform a multiple country search.

Multiple Country Search

Performing a multiple *country* search involves the same steps as performing a multiple *word* search. The important thing to remember is to include the semicolon (;) to delineate the multiple terms and to include a Connect Location Terms operator.

1. Enter your first term in the Location Terms box.
2. Type a semicolon (;) to delineate the first country from the next country.
3. Enter the second term in the Location Terms box.
4. Select a Connect Location Terms operator.
5. Repeat steps 2-4 until you have entered all desired countries.

6. Click on Build Search.
7. Click on Execute.

▲ Full Search by Organization

Allows you to search for a document by the name of the Organization. You may search for Word(s) in the name, or for an Exact Name.

1. From the Full Search Window Searchable Fields Panel, click on **Organization**.

The Organization search fields are displayed in the Search Panel (see below).

The screenshot shows a window titled "Full Search". On the left, there are two panels: "Connect Fields:" with a dropdown arrow, and "Searchable Fields:" with a list area. The "Searchable Fields:" list has a plus sign (+) next to "Organization". In the center, the "Organization Name:" field is active, showing "Word(s) in Name" selected with a radio button, and "Exact Name" with an unselected radio button. Below these are "Connect Terms:" and a dropdown arrow. On the right, there are buttons: "Show Index...", "Replace", and "Build Search". At the bottom, there is a large "Search Statement:" text area with up/down arrows, and buttons "Execute" and "Clear".

Figure 47. Full Search by Organization

2. The plus (+) sign in front of Organization on the Searchable Fields list indicates there are Organization options. You may select from the following options:
 - All Org. (All Organization Names)
 - Affiliations (Author Affiliations Only)
 - Fin. Spons. (Financial Sponsors Only)
 - Org. Spons. (Sponsoring Organizations)

3. To view the list of options, from the Searchable Fields list highlight Organization and double click.
4. To select one of the options, highlight the option and double click.

Organization Name Field

1. Entry in this field is required.
2. Truncation (SM*) and masking (SM?TH) are allowed.
3. After you enter the organization name you must select either **Word(s) in Name** or **Exact Name** by clicking on the appropriate RadioButton. Word(s) in Name is the default.

Word Search

The system will search for the word entered.

1. Type the word in the Organization Name box.
2. Click on the Word(s) in Name Search RadioButton.
3. You may use Show Index to help select the word.
4. Click on Build Search to add the word to the Search Statement Panel.

Multiple Word Search

The system will search for all the words entered, in any order.

1. Type the first word in the Organization Name box.
2. Click on the Word(s) in Name Search RadioButton.
3. Select **Connect Term**.

Valid Connect Terms are:

- Or
- And

Or is the default. Use the arrow to select And.

4. Type a forward slash (/) to delineate the words.
5. Type the next word.
6. Repeat steps 2 - 4 until all words are entered.
7. Click on Build Search to add the search criteria to the Search Statement Panel.

Exact Name Search

The system will search for the organization *exactly* as it is entered.

1. Type the name in the Organization Name box.

Note: Because the name must be entered exactly, it is suggested that you use Show Index to select the name.
2. Click on the Exact Name Search RadioButton.
3. After you have made all your entries, click on Build Search to add your search criteria to the Search Statement Panel.
4. When you have completed building your search, click **Execute**.

▲ Full Search by Publication Date

Allows you to search for a document by its Publication Date. You may search for a Single Date or for a Date Range.

1. From the Searchable Fields Panel, highlight and click on **Publication Date**.

The Publication Date searchable fields are displayed in the Search Panel (see below).

The screenshot shows a window titled "Full Search". On the left, there is a "Searchable Fields:" panel with a list box and a "Connect Fields:" panel with a dropdown arrow. The main area is divided into two sections: "Single Date" (selected) and "Date Range". The "Single Date" section has a date input field with a dropdown arrow and a format mask "####/##/##". The "Date Range" section has "Range Starting Date" and "Range Ending Date" input fields, both with format masks "####/##/##". On the right, there are buttons: "Show Index...", "Replace", "Build Search", "Edit Mode", "Add ()", and "Delete ()". At the bottom, there is a "Search Statement:" text area and "Execute" and "Clear" buttons.

Figure 48. Full Search by Publication Date Window

Single Date

Allows you to enter a Single Date including year, month, and/or day.

1. Because it is the default, the Single Date RadioButton is selected.

When Single Date is selected, the Date Range option is not available and the ####/##/## in the Range Starting Date and Range Ending Date boxes will not be displayed.

2. Select a valid relational operator to limit the scope of your search. **Equal to** is the default. Pull down the arrow to highlight and select another relational operator.

Valid relational operators are:

Equal to (the default)	=
Less than	<
Less than or equal to	<=
Greater than	>
Greater than or equal to	>=
Not equal to	<>

3. Type the date in the Single Date Box.

The Date must be entered in the format **YYYY/MM/DD**, must be **numeric**, and must have the **correct length of numbers** entered in accordance with the following field requirements.

Field Name	Required	Type	Length	Examples
Year	Yes	Numeric	4	1995 (not 95)
Month	No	Numeric	2	01 (not 1), 12
Day	No	Numeric	2	01 (not 1), 31

When selected, the Single Date and Date Range fields display the year, day, and month using the characters #####/###/###. As you type your date the numbers will replace these characters; you do not have to delete them first. The slash (/) between the year, month, and date are static so you do not have to type them. The cursor will skip over them as you enter your date.

4. Truncation is not allowed.
5. Click on Build Search to add the date to the Search Statement Panel.
6. When you have completed building your search, click **Execute**.

Date Range

Allows you to enter a Starting Date and Ending Date range, including year, month, and day.

Note: *Both* the Starting Date field and Ending Date field must have an entry.

1. Click on the Date Range RadioButton.

When Date Range is selected, the Single Date option is not available and its #####/##/## will not be displayed.

2. Type the Starting Date.

The fields must be entered in the correct format, in accordance with the field requirements stated in **Single Date** above.

The Starting Date must be *less than* or *equal to* the Ending Date.

3. **Tab** to the Ending Date field and type the Ending Date.

Note: If you use Show Index to select your dates, the Range Starting Date and Range Ending Date will be treated as two *individual* dates — not as a date *range*. The two dates will be displayed in the Search Statement Panel as two individual clauses joined by the **OR** relational operator. Therefore, it is recommended that you do not use Show Index to select your dates if you want to search on a date range.

3. After you have made your entry, click on Build Search to add your search criteria to the Search Statement Panel.
4. When you have completed building your search, click **Execute**.

▲ Full Search by Set Number

Allows you to perform a search by selecting an existing set number.

1. From the Searchable fields Panel click on **Set #**.

The Set # field is displayed in the Search Panel (see below).

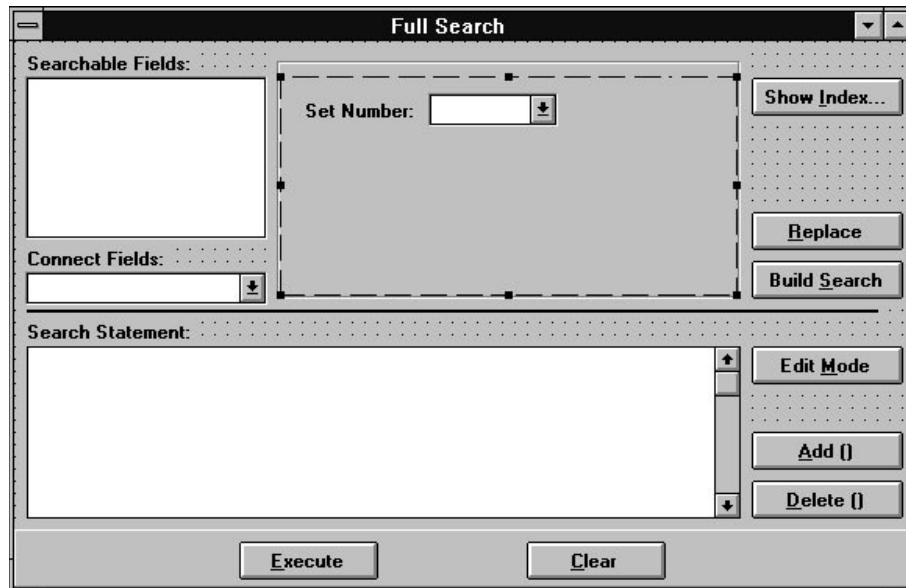


Figure 49. Full Search by Set Number Window

2. Because there is no index associated with this function, the Show Index Button is dimmed.
3. Only *existing* sets may be selected.
4. A selected set number may be used only at the beginning of the search statement.
5. You may not mix parentheses between the Set Number and other search types.

Using Set Number

1. Click on the arrow in the box next to Set Number.

A list of existing Set Numbers is displayed.

2. Highlight the number of the set with which you want to work and release the mouse button.

The number is displayed in the box.

3. After you have made your entry, click on Build Search to add your search criteria to the Search Statement Panel.
4. When you have completed building your search, click **Execute**.

▲ Full Search by Source

Allows you to search for a document by the title of the publication. You may search for Word(s) in Title or the Exact Title.

1. From the Searchable Fields Panel click on **Source**.

The Source search fields are displayed in the Search Panel (see below).

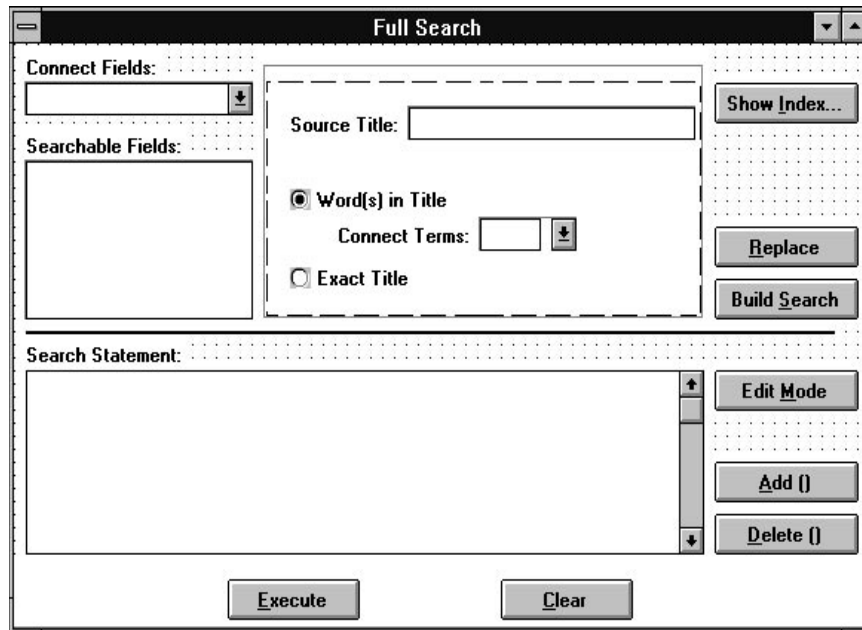
The screenshot shows a window titled "Full Search". On the left, there is a "Connect Fields:" section with a dropdown arrow and a "Searchable Fields:" section with a list box. The "Source" field in the Searchable Fields list is highlighted with a plus sign. In the center, the "Source Title:" field is active. Below it, there are two radio buttons: "Word(s) in Title" (which is selected) and "Exact Title". To the right of these radio buttons is a "Connect Terms:" field with a dropdown arrow. On the right side of the window, there are several buttons: "Show Index...", "Replace", "Build Search", "Edit Mode", "Add ()", and "Delete ()". At the bottom of the window, there are "Execute" and "Clear" buttons. The "Search Statement:" area at the bottom is currently empty.

Figure 50. Full Search by Source

2. The plus (+) sign in front of Source on the Searchable Fields list indicates there are Source options. You may select from the following options:
 - All Sources (All Source Titles)
 - Jr. Title (Journal Titles Only)
 - Mtg. Title (Meeting Titles Only)
3. To view the list of options, from the Searchable Fields list highlight Source and double click.
4. To select one of the options, highlight the option and double click.

Source Title Field

1. Entry in this field is required.
2. Truncation (SM*) and masking (SM?TH) are allowed.
3. After you enter the source title you must select either **Word(s) in Title** or **Exact Title** by clicking on the appropriate RadioButton. Word(s) in Title is the default.

Word Search

The system will search for the word entered.

1. Type the word in the Source Title box.
2. Click on the Word(s) in Title Search RadioButton.
3. You may use Show Index to help select the word.
4. Click on Build Search to add the word to the Search Statement Panel.

Multiple Word Search

The system will search for all the words entered, in any order.

1. Type the first word in the Source Title box.
2. Click on the Word(s) in Title RadioButton.
3. Select **Connect Term**.

Valid Connect Terms are And or Or:

Or is the default. Use the arrow to select And.

4. Type a forward slash (/) to delineate the words.
5. Type the next word.
6. Repeat steps 2 - 4 until all words are entered.
7. Click on Build Search to add the criteria to the Search Statement Panel.

Exact Title Search

The system will search for the title *exactly* as it is entered.

1. Type the title in the Source Title box.

Note: Because the name must be entered exactly, it is suggested that you use Show Index to select the name.

2. Click on the Exact Title Search RadioButton.
3. After you have made all your entries, click on Build Search to add your search criteria to the Search Statement Panel.
4. When you have completed building your search, click **Execute**.

▲ Full Search by Subject/Thesaurus

Allows you to search for a document by a Subject or Thesaurus Term used in the document.

1. From Searchable Fields Panel, click on Subject/Thesaurus.

The Subject/Thesaurus search fields are displayed in the Search Panel (see below).

The screenshot shows a window titled "Full Search". On the left, there is a "Connect Fields:" section with a dropdown arrow and a "Searchable Fields:" section with a list box. The main area contains a "Subject/Thesaurus Term:" text box, a "Limit to Major Terms Only" checkbox, and a "Show Index..." button. Below this is a "Search Statement:" section with a large text area and buttons for "Edit Mode", "Add ()", and "Delete ()". At the bottom are "Execute" and "Clear" buttons.

Figure 51. Full Search by Subject/Thesaurus Term

2. Enter your Subject or Thesaurus Term in the box or use Show Index to make a selection.

Note: Hyphens and parentheses must be entered as they appear in the thesaurus. Because the Terms must be entered as they appear in the thesaurus, it is suggested that you use Show Index to select your terms.

3. If you are entering multiple terms, the terms must be connected with a Connect Terms operator. You may select either **Or** or **And**. **Or** is the default.

To select And, pull down the arrow and highlight And. When you release the mouse button, And will be displayed in the Connect Terms box.

4. You may limit the search to major terms only. To do this click the RadioButton next to Limit to Major Terms Only.
5. Click on Build Search to add the term to the Search Statement Panel.
6. When you are finished building your search, click **Execute**.

▲ Full Search by Words/Phrases

Allows you to search for a document using a Search Term(s). You may search for words or phrases.

1. From the Searchable Fields Panel, click on **Words/Phrases**.

The Words/Phrases search fields are displayed in the Search Panel (see below).

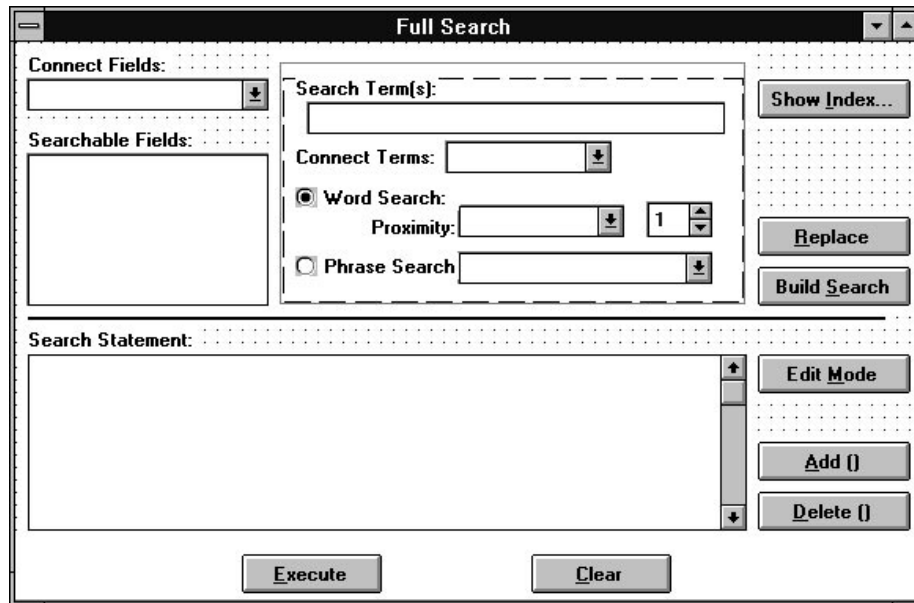
The screenshot shows a window titled "Full Search". On the left, there is a "Connect Fields:" section with a dropdown menu and a "Searchable Fields:" section with a large empty box. In the center, the "Search Term(s):" section contains a text input field. Below it, the "Connect Terms:" section has a dropdown menu. The "Word Search:" section is active, indicated by a selected radio button, and includes a "Proximity:" section with a text input field and a numeric spinner set to "1". The "Phrase Search" section is inactive, indicated by an unselected radio button. On the right side of the dialog, there are buttons for "Show Index...", "Replace", "Build Search", "Edit Mode", "Add ()", and "Delete ()". At the bottom, there are "Execute" and "Clear" buttons.

Figure 52. Full Search by Words/Phrases

Search Terms

Search Terms box permits entry of the word(s) or phrase(s) for which you want to search.

Connect Terms

You may enter multiple search terms. If you enter multiple terms, the terms must be connected by selecting a **Connect Terms** operator.

Valid Connect Terms operators are:

- And
- Or

To select a Connect Terms operator, pull down the arrow next to the Connect Terms box and highlight your selection.

Word Search

You may specify your search term as a word search. Word Search is the default. The system recognizes a word as a term that is broken by a space or by punctuation.

1. From the Words/Phrases Search Panel, enter your search terms in the Search Terms box.
2. Because it is the default, the Word Search RadioButton is already selected.

Proximity

If you select Word Search you may specify the proximity of the words. Proximity options are:

- And In Order
 - Within
 - Near
 - And
 - Or
 - And not
3. To select a proximity operator, click on the arrow in the Proximity box. The proximity options are displayed. Click on the option of your choice. It will be entered in the Proximity box.
 4. To select a proximity range, move to the box located to the right of the Proximity box. The default number is 1. To increase the number, click on the arrow point upward. You may select a number from 1-99 or click on the arrows to increase or decrease the number.
 5. Click on Build Search to add the criteria to the Search Statement Panel.
 6. If you are finished building your search, click **Execute** or continue to add a Phrase Search.

Phrase Search

You may specify your search term as a Phrase Search. You may select options to specify the order of the words in your word search.

1. Type your phrase in the Search Term(s) box.
2. Click on the Phrase Search RadioButton.
3. You may select from the following options to specify the order of the words in your phrase search.
 - Contains Exact Phrase (default)
 - Contains Any Word
 - Contains All Words
 - Contains Words in Order

Using the example **computational fluid dynamics**:

Contains Exact Phrase locates the phrase precisely as it is entered.

Contains Any word locates the phrase containing any one of the three words, in any order.

Contains All Words locates the phrase containing all three of the words, in any order.

Contains Words in Order locates the phrase with the three words in the exact order they are entered, but may have other word(s) between them.

4. To select a Phrase Search option, click on the arrow in the Phrase Search box. The four options listed above are displayed. Click on the option of your choice. The option will be placed in the Phrase Search box.
5. After you have made all your entries, click on Build Search to add your search criteria to the Search Statement Panel.
6. When you have completed building your search, click **Execute**.